



**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR SCHEDULED MEETING**

**AGENDA**

**DATE: Tuesday, June 25, 2024**

**TIME: 5:00 p.m.**

**LOCATION: 5055 Walnut Drive, Eureka, CA**

Teleconference locations: 5055 Walnut Drive, Eureka, CA

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.*

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of June 25, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of June 11, 2024

*Pgs 1-2  
Pgs 3-9*

**D. CORRESPONDENCE**

1. Local Agency Formation Commission (LAFCo) re: Independent Special District Election – Voting Period Extension

*Pgs 11-12*

**E. REPORTS**

1. General Manager
  - a) District Update
2. Finance Department
  - a) May 2024 Budget Statement
3. Engineering

*Pgs 13*

*Pgs 15-24*

*Pgs 25-26*

a) Update

4. Planning

*Pgs 27*

a) Update

5. Legal Counsel

6. Director Reports

7. Other

**F. PUBLIC PARTICIPATION \*\***

\*\*Members of the public will be given the opportunity to comment on items not on the agenda. Please use the information set forth above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

**G. NEW BUSINESS**

1. Consideration of Adopting Resolution 2024-05 Honoring Brenda K. Franklin Upon Her Retirement After 18 Years of Service *Pgs 29-31*
2. Consideration of Fiscal Year 24/25 Salary Adjustment for HCSD's Non-represented (Management) Employees *Pgs 33*
3. Consideration of Adopting the 2024 Annual Water Supply Demand Report for the Department of Water Resources (DWR) *Pgs 35-55*

**H. OLD BUSINESS**

1. Consideration of Adopting Resolution 2024-06 Establishing Appropriation Limits for Fiscal Year 2024/25 *Pgs 57-59*
2. Consideration of Approving Fiscal Year 2024/25 Capital Improvement Plan (CIP) *Pgs 61-83*
3. Consideration of Adopting Resolution 2024-07 Establishing a Budget and Updated Master Rate and Charge Schedule for Fiscal Year 2024/25 *Pgs 85-109*

**I. ADJOURNMENT**

Next Res: 2024-08

Next Ord: 2024-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210 or by email at [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, June 11, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call were Directors Benzonelli, Hansen, Matteoli, and Ryan. Director Gardiner participated via teleconference from 20 Via Ravello, Henderson NV. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP).

**B. PLEDGE OF ALLEGIANCE**

President Benzonelli invited those present to join in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

1. Approval of the June 11, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of May 28, 2024

DIRECTOR MATTEOLI MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE JUNE 11, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

**D. REPORTS**

1. General Manager

- a) District Update

On June 4<sup>th</sup> at 11:00 p.m. the district experienced a water main break on Lucas St. in Myrtle town. District employees responded and worked until after 4:00 a.m. to resolve the situation. This is the 4<sup>th</sup> water main break this year, with the other breaks occurring February 3<sup>rd</sup>, April 1<sup>st</sup> and May 3<sup>rd</sup>. All four breaks were aged asbestos cement pipes. The district maintains over 50 miles of asbestos cement water main and 50 miles of asbestos cement sewer main. Systematic infrastructure rehabilitation outlined in the CIP is intended to ensure sustainable service to the community.

2. Finance Department

a) May 2024 Check Register

FM affirmed standard expenditures during the month of May. FM noted that May's register included purchases to support the SCADA system; a payment for an evaluation of the South Broadway force main replacement; the annual maintenance charge for the District's billing and accounting software; and a payment on the 2014 revenue bond for the martin slough interceptor project.

3. Engineering

a) Update

AE reviewed the June 6, 2024 Memorandum summarizing the Stanford Circle and Temple Circle steel main replacement project (SMR) that the district is currently working to complete. HCSD is collaborating with the Humboldt County Public Works Department (HCPWD) to fund the asphalt materials needed to repave the road at the conclusion of the District's underground utilities work. This collaboration allows both agencies to better serve the community.

Director Ryan inquired about the 30 year timeline for the SMR program. GM explained that the SMR program is a set of capital improvement projects that have been completed by District staff rather than being contracted out. Considering how busy the District's staff are, a relatively small amount of linear infrastructure has been replaced through this program as compared to the total length of pipe in the District.

4. Planning

a) Update

USP reported that District staff is advancing on the replacement of water meters with 272 replaced to date in 2024. The manufacturer is experiencing supply chain issues and additional meters will not be received until late September. The delay will affect meter replacement although once the meters are received the replacement program will resume.

The U.S. Environmental Protection Agency is requiring testing of well water for Perfluoroalkyl and Polyfluoroalkyl contamination. Geosyntec, the local State selected consultant, collected raw water samples from active District wells. Results should be received in approximately three months.

District staff collected samples for testing from the District's wells and distribution system, as required by the State Water Resources Control Board Division of Drinking Water. Well samples were tested for Nitrates and the distribution system samples were tested for Trihalomethanes and Halo-acetic Acids. The tests ensure that outside contaminants are not infiltrating the District's system. The District's drinking water has never shown signs of either of these contamination pathways; current samples are expected to return the same result.

6. Director Reports

- Director Ryan wished everyone a Happy Pride month and announced that June 8<sup>th</sup> was World Oceans Day and acknowledged the staff for the part they play in keeping the bay and ocean healthy.

**E. PUBLIC PARTICIPATION**

None

**F. NEW BUSINESS**

1. Consideration of Supporting a Climate Resilience Bond

GM reported that the California Legislature is considering two proposals to place a Climate Resilience Bond on the ballot. Both bonds would provide approximately \$5.2 million for safe drinking water and resiliency. ACWA is asking members to contact their legislators in support of the bond.

Board comments included concern about the costs associated with a bond and the state's projected budget deficit. GM affirmed that the District is well positioned to receive funding from the bond.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO SUPPORT A CLIMATE RESILIENCE BOND MEASURE AND AUTHORIZE THE GENERAL MANAGER TO SEND A LETTER TO ASSEMBLYMEMBER JIM WOOD AND SENATE PRESIDENT PRO TEMPORE SENATOR MIKE MCGUIRE

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

2. Consideration of the Employee Negotiation Ad Hoc Committee Recommendation

GM reviewed the Employee Association (EA) requests and summarized negotiations between the Board's appointed Ad Hoc and EA representatives on May 17<sup>th</sup> and 24<sup>th</sup>. Recommendations to the Board for adoption consisted of:

- a) Seven percent (7%) Cost of Living Adjustment (COLA)
- b) Establishing Juneteenth National Independence Day (June 19) as an annual paid holiday.

GM noted that the Western State Consumer Price Index (CPI) increased by 4.3% in 2023. California Assembly Bill (AB) 1287 raised the minimum wage for fast food workers to \$20 per hour. The Utility Worker I and Customer Service Representative I initial wages are both less than \$20 per hour. A 7% COLA would bring the initial wage for positions within the district to a level commensurate to the AB 1287 minimum wage. Employee salary costs have been reduced annually by \$160,000 due to the retirement of employees. The costs associated with a 7% COLA is \$93,000. Juneteenth National Independence Day became a federal holiday in 2021 when it was signed into law and commemorates the final emancipation of enslaved people in the USA.

Director Benzonelli inquired about who negotiated with the EA. GM responded that the Ad-Hoc committee met with the EA President and an Association Officer. Director Gardiner noted that the 7% COLA reflects the actual costs of inflation, but is higher than adjustments made to veteran pensions and Social Security payments. Gardiner expressed concern that including Juneteenth as a paid holiday will reduce productivity.

PUBLIC COMMENT: Chris Armstrong, the HCSD EA President commented that employees of the District have family members of color and expressed a desire to spend the holiday with their family. Armstrong noted that Holidays contribute to the well-being of employees and that well rested and appreciated employees tend to be more productive.

Director Hansen noted that the Ad Hoc committee wanted to provide parity to employees based on wage increases to fast food workers due to the implementation of AB 1287. FM affirmed that the COLA was incorporated into the Draft 24/25 Budget. Director Gardiner noted that he was in favor of the 7% COLA but did not support establishing Juneteenth National Independence Day as an annual paid holiday and would abstain from voting.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO INSTRUCT THE GM TO ENTER A MEMORANDUM OF UNDERSTANDING (MOU) WITH HCSD EMPLOYEE ASSOCIATION

MEMBERS FOR FISCAL YEAR 2024/2025 PROVIDING A 7% COLA, AND TO RECOGNIZE JUNETEENTH NATIONAL INDEPENDENCE DAY AS AN ANNUAL PAID HOLIDAY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSTAIN: GARDINER

3. First Reading of Draft Fiscal Year 2024/25 Budget

FM reviewed the Draft Fiscal Year 2024/25 Budget: a) Water and sewer rates are budgeted for an increase of 8%; a significant reduction from the 13% water rate increase and 14% sewer rate increase that was projected in the rate study; b) District staff have reduced the immediate impact of CIP expenditures; c) Wages and benefits reflect a 7% COLA; d) Water purchase costs from Humboldt Bay Municipal Water District (HBMWD) and City of Eureka (CoE) are set according to charges from recent years with escalation; e) Sewage treatment costs are calculated using the previous year's amount and information provided by the CoE for escalation; f) CIP expenditures reflect the tables that were presented at the May 28<sup>th</sup> meeting, a reduction in CIP expenses can be attributed to the District's success in obtaining grant funding. The District is projected to maintain reserves between the minimum and maximum amounts recommended in the rate study.

Discussion ensued about the District's backlog of CIP projects and that critical rehabilitation is being prioritized. A main replacement program will be developed to prioritize replacement of mains. The District funds 32.1% of the CoE costs associated with specific city CIP projects as well as the operation and maintenance of the waste water treatment plant and certain portions of transmission infrastructure as well as 3% of operations and maintenance throughout the rest of the City's collection system.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE DRAFT FISCAL YEAR 2024/25 BUDGET. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE

4. Review of Appropriations Limit for Fiscal Year 2024/25

FM reviewed the Appropriations Limit for Fiscal Year 2024/25 with the Board. Each year the California Constitution requires the District to recalculate the amount of proceed of taxes for the annual appropriation limit. The calculation comes out to a limit of \$552,097. The projected tax revenue is \$450,000 and is under the appropriation limit.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO APPROVE THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024/25. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

5. Review of Employee Reimbursements for Fiscal Year 2023/2024

FM summarized the legalities of the annual disclosure for reimbursements to employees

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO APPROVE DISCLOSURE OF EMPLOYEE REIMBURSEMENTS FOR FISCAL YEAR 2023/24. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

6. Consideration of Adopting Resolution 2024-04 Approving a District Workplace Violence Prevention Plan under Senate Bill No. 553

GM stated California Senate Bill 553 requires employers to adopt a Workplace Violence Prevention Plan (WVPP) by July 1, 2024. The plan was developed collaboratively and reviewed by employees in all departments.

PUBLIC COMMENT: None

The GM confirmed that he would serve as the designated WVPP Administrator. Director Ryan asked who an employee could contact if they weren't comfortable reporting the situation to their supervisors or human resources. GM explained that an employee could contact the District's legal counsel, the Board Employee



Relations Officer or the Board President if they were not comfortable reporting their concern to management.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2024-04 APPROVING A NEW DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN UNDER SENATE BILL NO. 553.

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

#### **G. ADJOURNMENT**

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF JUNE 11, 2024 AT 6:15 P.M.

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Submitted, Board Secretary

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**HUMBOLDT**  
Local Agency Formation Commission

670 9th Street, Suite 202, Arcata, CA 95521  
(707) 445-7508 / (707) 825-9181 fax  
www.humboldtlafo.org

**RECEIVED**  
JUN 14 2024  
HUMBOLDT COMMUNITY  
SERVICES DISTRICT

Date: June 12, 2024  
To: Board of Directors of Independent Special Districts  
From: Colette Santsche, Executive Officer  
**Subject: Independent Special District Election – Voting Period Extension**

The term of office for one (1) regular special district member on LAFCo expires on June 30, 2024. Previously, a request for nominations was sent to independent special districts with two nominations received by the deadline. Subsequently, official ballots were mailed on April 2<sup>nd</sup>, 2024, which provided each district the opportunity to vote for one candidate for the seat. The original deadline for submitting ballots was Friday, June 7<sup>th</sup>. To date, not enough ballots have been received to achieve a quorum. As such, the deadline for submitting ballots is being extended to Friday, August 9<sup>th</sup>, 2024.

An updated schedule is enclosed, which provides for an extended balloting period. For those special districts who have not yet submitted their ballots, please contact LAFCo if you need replacement ballots. **Ballots must be returned to Humboldt LAFCo, 670 9<sup>th</sup> Street, Suite 202, Arcata, CA 95521 on or before August 9<sup>th</sup>, 2024, at 5:00 p.m.**

All Districts are strongly encouraged to participate in this election process. For an election to be valid, at least a quorum of special districts must submit valid ballots. With 49 independent special districts in the county, a quorum represents 25. Please refer to the enclosed list of participating districts.

If you have questions or need replacement ballots, please contact LAFCo staff at [info@humboldtlafo.org](mailto:info@humboldtlafo.org) or leave a voicemail at (707) 445-7508.

## Election Schedule

LAFCo call for nominations letter mailed	Friday, January 26, 2024
Nominations due to LAFCo	By 5:00 p.m., Friday, March 29, 2024
Ballots mailed to independent special districts via certified mail	No later than Friday, April 5, 2024
Election Day – Ballots due to LAFCo ( <i>quorum not achieved</i> )	By 5:00 p.m., Friday, June 7, 2024
<b>Extended Election Day – Ballots due to LAFCo</b>	<b>By 5:00 p.m., Friday, August 9, 2024</b>
Election results mailed to independent special districts	No later than Friday, August 16, 2024
New special district members seated	At September 18, 2024 LAFCo Meeting

## Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	Heidi Benzonelli, Humboldt Community Services District	2022 - 2026

## Independent Special Districts

Districts with a ✓ have submitted ballots

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Big Lagoon Community Services District</li> <li>✓ Briceland Community Services District</li> <li>Carlotta Community Services District</li> <li>✓ Fieldbrook-Glendale Community Services District</li> <li>✓ Humboldt Community Services District</li> <li>Loleta Community Services District</li> <li>Manila Community Services District</li> <li>✓ McKinleyville Community Services District</li> <li>Miranda Community Services District</li> <li>✓ Orick Community Services District</li> <li>Orleans Community Services District</li> <li>✓ Palmer Creek Community Services District</li> <li>✓ Patrick Creek Community Services District</li> <li>Peninsula Community Services District</li> <li>Phillipsville Community Services District</li> <li>✓ Redway Community Services District</li> <li>Riverside Community Services District</li> <li>✓ Scotia Community Services District</li> <li>Weott Community Services District</li> <li>Westhaven Community Services District</li> <li>✓ Willow Creek Community Services District</li> <li>Alderpoint County Water District</li> <li>✓ Hydesville County Water District</li> <li>Jacoby Creek County Water District</li> <li>✓ Humboldt Bay Municipal Water District</li> <li>✓ Resort Improvement District No. 1</li> <li>Garberville Sanitary District</li> </ul> | <ul style="list-style-type: none"> <li>✓ Arcata Fire Protection District</li> <li>Blue Lake Fire Protection District</li> <li>Briceland Fire Protection District</li> <li>Bridgeville Fire Protection District</li> <li>Ferndale Fire Protection District</li> <li>✓ Fruitland Ridge Fire Protection District</li> <li>✓ Garberville Fire Protection District</li> <li>Humboldt No. 1 Fire Protection District</li> <li>Kneeland Fire Protection District</li> <li>✓ Myers Flat Fire Protection District</li> <li>Petrolia Fire Protection District</li> <li>Redway Fire Protection District</li> <li>✓ Rio Dell Fire Protection District</li> <li>Salmon Creek Fire Protection District</li> <li>Telegraph Ridge Fire Protection District</li> <li>Willow Creek Fire Protection District</li> <li>✓ Humboldt Bay Harbor, Recreation and Conservation District</li> <li>✓ Humboldt County Resource Conservation District</li> <li>North Humboldt Recreation and Park District</li> <li>Southern Humboldt Community Healthcare District</li> <li>✓ Fortuna Cemetery District</li> <li>Petrolia Cemetery District</li> </ul> |
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# Humboldt Community Services District

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*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: June 21, 2024

SUBJECT: General Manager Report for June 25, 2024 Board Meeting

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### **Solar Solstice**

In honor of the summer solstice that occurred on June 20, 2024, I would like to report on the progress of the solar backup for the SCADA system. Every critical SCADA installation will have sufficient battery backup to keep the SCADA system functioning for 36 to 48 hours without power from PG&E. Many locations will also have solar panels that will reduce the power consumption from PG&E at those locations. In the process of developing the backup SCADA power systems, District staff have identified five locations where the PG&E power can be turned off altogether.

The sites where PG&E can be disconnected are all water storage tank sites. These locations have relatively low power consumption because they only monitor and transmit tank level. The combined annual cost of PG&E to these five locations is about \$3,000. The overall cost of the solar backup power systems for these five locations is about \$4,000 total. Over the ten-year expected life of the solar power system, these solar installations will save the District about \$25,000. While this is not a significant savings in the overall District budget, the effort is definitely worthwhile.



**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**FOR ENTIRE DISTRICT**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,876,000	418,621	4,988,405	5,386,333	(397,928)	(7.4)	
Sewer Service Charges	8,057,944	644,848	6,865,227	7,386,449	(521,221)	(7.1)	
Water & Sewer Construction Fees	47,000	446	49,297	43,083	6,214	14.4	
Account Fees	35,000	12,929	99,496	32,083	67,412	210.1	
Reimbursable Maintenance Fees	1,000	-	1,090	917	173	18.9	1
Miscellaneous	2,000	84	1,161	1,833	(672)	(36.7)	1
<b>TOTAL OPERATING REVENUE</b>	<b>14,018,944</b>	<b>1,076,928</b>	<b>12,210,483</b>	<b>12,850,699</b>	<b>(640,215)</b>	<b>(5.0)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	384,000	28,447	245,433	352,000	(106,567)	(30.3)	1
Interest/General	30,000	36,779	86,497	27,500	58,997	214.5	1
Discounts Earned	2,000	179	1,563	1,833	(270)	(14.7)	1
Sales:Fixed Assets/Scrap Metal	15,700	-	1,172	14,392	(13,220)	(91.9)	1
Bad Debt Recovery	2,000	-	175	1,833	(1,658)	(90.4)	1
Property Taxes & Assessments	430,000	-	-	394,167	(394,167)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>863,700</b>	<b>65,405</b>	<b>334,840</b>	<b>791,725</b>	<b>(456,885)</b>	<b>(57.7)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>14,882,644</b>	<b>1,142,333</b>	<b>12,545,323</b>	<b>13,642,424</b>	<b>(1,097,100)</b>	<b>(8.0)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	2,000,000	138,479	1,533,946	1,833,333	299,388	16.3	
Benefits: PERS	515,000	40,303	448,369	472,083	23,715	5.0	
State Unemploy Ins	-	1,214	1,214	-	(1,214)	-	
Group Ins	1,320,000	93,866	921,537	1,210,000	288,463	23.8	
Workers Comp Ins	27,500	-	22,299	25,208	2,910	11.5	
FICA/Medicare	155,000	10,676	117,761	142,083	24,322	17.1	
Misc Benefits	500	40	580	458	(122)	(26.5)	
Total Wages and Benefits	4,018,000	284,578	3,045,705	3,683,167	637,461	17.3	
Less: wages & ben charged to Capital Proj.	(300,000)	(32,406)	(217,993)	(275,000)	(57,007)	20.7	
Total Operating Wages and benefits	3,718,000	252,172	2,827,713	3,408,167	580,454		
Water Purchase HBMWWD	1,108,192	93,589	1,035,026	1,015,843	(19,183)	(1.9)	
Water Purchase Eureka	880,000	60,374	684,256	806,667	122,411	15.2	
Sewage Treatment Operations & Maint.	1,758,385	146,532	1,611,852	1,611,853	1	0.0	
Water/Sewer Analysis	15,000	459	6,766	13,750	6,984	50.8	
Supplies/ Construction	154,000	14,347	127,015	141,167	14,151	10.0	
Supplies/ Office-Administration	15,000	1,371	11,046	13,750	2,704	19.7	
Supplies/ Engineering	2,500	61	423	2,292	1,868	81.5	
Supplies/ Maintenance	100,000	5,651	139,438	91,667	(47,771)	(52.1)	2
Invoicing	57,000	5,569	55,559	52,250	(3,309)	(6.3)	
Temporary Labor	64,800	-	73,262	59,400	(13,862)	(23.3)	3
Repairs & Maintenance/Trucks	60,500	3,806	70,209	55,458	(14,750)	(26.6)	4
Equipment Rental	5,000	-	100	4,583	4,483	97.8	
Building & Grounds Maintenance	30,000	3,282	29,631	27,500	(2,131)	(7.7)	
Electrical Power	498,150	34,177	375,377	456,638	81,261	17.8	
Street Lights	100,000	6,610	75,016	91,667	16,650	18.2	
Telephone	14,000	1,076	13,110	12,833	(277)	(2.2)	
Postage	3,000	-	-	2,750	2,750	100.0	
Freight	500	-	585	458	(127)	(27.6)	5
Chemicals	10,000	1,291	8,444	9,167	723	7.9	
Liability Insurance	85,000	-	94,150	77,917	(16,234)	(20.8)	6
Legal	70,000	1,663	9,158	64,167	55,009	85.7	
Accounting	15,000	3,765	6,776	13,750	6,974	50.7	
Engineering	1,000	-	-	917	917	100.0	9

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**FOR ENTIRE DISTRICT**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	130,000	4,500	15,358	119,167	103,808	87.1	
Bank Service Charges	20,000	1,806	11,168	18,333	7,166	39.1	
Transportation	78,555	7,066	64,074	72,009	7,935	11.0	
Office Equip. Maintenance	5,000	355	3,049	4,583	1,534	33.5	
Computer Software Maintenance	45,000	173	34,959	41,250	6,291	15.3	
Memberships & Subscriptions	24,600	296	24,444	22,550	(1,894)	(8.4)	
Bad Debts & Minimum Balance Writeoff	50,000	1	(8)	45,833	45,841	100.0	
Conference & Continuing Ed	34,500	75	6,293	31,625	25,332	80.1	
Certifications	3,500	360	2,416	3,208	793	24.7	
State/County & LAFCO Fees and Charges	40,000	-	32,113	36,667	4,554	12.4	
Hydraulic Water Model Maintenance	2,000	-	-	1,833	1,833	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	300	24,978	22,917	(2,062)	(9.0)	
Miscellaneous	12,000	40	4,762	11,000	6,238	56.7	
Director's Fees	16,000	1,200	10,850	14,667	3,817	26.0	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,251,182</b>	<b>651,966</b>	<b>7,489,367</b>	<b>8,480,250</b>	<b>990,883</b>	<b>11.7</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	88,800	-	88,800	81,400	(7,400)	(9.1)	7
2012 CIP & Refi.	177,600	-	177,600	162,800	(14,800)	(9.1)	7
Davis-Grunsky Loan	6,050	-	5,905	5,546	(359)	(6.5)	7
VacCon Truck Loan	117,441	-	117,441	107,654	(9,787)	(9.1)	7
2014 Wastewater Revenue Bonds	485,575	355,287	485,574	445,110	(40,464)	(9.1)	7
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>875,466</b>	<b>355,287</b>	<b>875,320</b>	<b>802,511</b>	<b>(72,810)</b>	<b>(9.1)</b>	<b>7</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	560,000	-	989,880	513,333	(476,547)	(92.8)	8
Building, Yard & Paving Improvements	92,500	-	47,974	84,792	36,817	43.4	
Capital Improvements Water	1,966,360	21,234	876,239	1,802,497	926,257	51.4	
Capital Improvements Sewer	1,388,000	26,100	131,790	1,272,333	1,140,543	89.6	
Engineering & Studies	110,000	-	-	100,833	100,833	100.0	9
District Design Standards	-	-	-	-	-	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,116,860</b>	<b>47,334</b>	<b>2,045,884</b>	<b>3,773,788</b>	<b>1,727,904</b>	<b>45.8</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	433,029	-	-	396,943	396,943	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>433,029</b>	<b>-</b>	<b>-</b>	<b>396,943</b>	<b>396,943</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>206,107</b>	<b>87,745</b>	<b>2,134,752</b>	<b>188,931</b>	<b>1,945,821</b>	<b>(1,029.9)</b>	



**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**SUMMARY BUDGETARY STATEMENT OF REVENUE AND EXPENSES**  
**FOR ENTIRE DISTRICT**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	14,018,944	1,076,928	12,210,483	12,850,699	(640,215)	(5.0)
TOTAL OPERATING EXPENSES	<u>(9,251,182)</u>	<u>(651,966)</u>	<u>(7,489,367)</u>	<u>(8,480,250)</u>	<u>990,883</u>	<u>11.7</u>
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	424,961	4,721,117	4,370,449	350,668	8.0
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	863,700	65,405	334,840	791,725	(456,885)	(57.7)
TOTAL LONG TERM DEBT SERVICE	<u>(875,466)</u>	<u>(355,287)</u>	<u>(875,320)</u>	<u>(802,511)</u>	<u>(72,810)</u>	<u>(9.1)</u>
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,755,996	135,079	4,180,636	4,359,663	(33,407)	(0.8)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(47,334)	(2,045,884)	(3,773,788)	1,727,904	45.8
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(396,943)	396,943	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>206,107</u>	<u>87,745</u>	<u>2,134,752</u>	<u>188,931</u>	<u>1,945,821</u>	<u>(1,029.9)</u>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**Water Fund**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Actual to Budget	Variance Variance	% Variance
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,876,000	418,621	4,988,405	5,386,333	(397,928)		(7.4)
Water Construction Fees	35,000	425	33,657	32,083	1,574		4.9
Account Fees	19,950	7,369	56,713	18,288	38,425		210.1
Inspection Fees	-	-	-	-	-		-
Reimbursable Maintenance Fees	800	-	967	733	234		31.9
Miscellaneous	1,000	48	449	917	(468)		(51.0)
<b>TOTAL OPERATING REVENUE</b>	<b>5,932,750</b>	<b>426,463</b>	<b>5,080,191</b>	<b>5,438,354</b>	<b>(358,163)</b>		<b>(6.6)</b>
<b>NON-OPERATING REVENUE</b>							
Water Capital Connection Fees	145,000	13,993	156,109	132,917	23,192		17.4
Interest/General	23,547	18,093	43,249	21,585	21,664		100.4
Discounts Earned	1,280	102	891	1,173	(282)		(24.1)
Sales:Fixed Assets/Scrap Metal	8,844	-	668	8,107	(7,439)		(91.8)
Bad Debt Recovery	1,140	-	100	1,045	(945)		(90.4)
FW/MR Assessment	-	-	-	-	-		-
Other Non-Operating Revenue	-	-	-	-	-		-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>179,811</b>	<b>32,188</b>	<b>201,016</b>	<b>164,827</b>	<b>36,189</b>		<b>22.0</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,112,561</b>	<b>458,651</b>	<b>5,281,207</b>	<b>5,603,181</b>	<b>(321,974)</b>		<b>(5.7)</b>
<b>OPERATING EXPENSES</b>							
Wages Direct	940,000	64,724	720,050	861,667	141,617		16.4
Wages & Benefits: Allocated	670,438	54,741	554,288	614,568	60,280		9.8
Benefits: PERS	185,400	8,569	98,634	169,950	71,316		42.0
Group Ins	409,200	28,992	299,665	375,100	75,435		20.1
Workers Comp Ins	14,850	-	13,261	13,613	352		2.6
FICA/Medicare	72,850	4,945	54,976	66,779	11,803		17.7
Misc Benefits	-	-	-	-	-		-
Total Wages and Benefits	2,292,738	161,970	1,740,874	2,101,676	360,802		17.2
Less: wages & ben charged to Capital Proj.	(185,000)	(19,158)	(140,725)	(169,583)	(28,859)		17.0
Total Operating Wages and benefits	2,107,738	142,813	1,600,149	1,932,093	331,944		17.2
Water Purchase HBMWD	1,108,192	93,589	1,035,026	1,015,843	(19,183)		(1.9)
Water Purchase Eureka	880,000	60,374	684,256	806,667	122,411		15.2
Water Analysis	15,000	459	6,766	13,750	6,984		50.8
Supplies/ Construction	113,960	11,314	97,067	104,463	7,396		7.1
Supplies/Office-Administration	4,500	530	4,543	4,125	(418)		(10.1)
Supplies/ Engineering	1,425	35	241	1,306	1,065		81.5
Supplies/ Maintenance	50,000	523	46,010	45,833	(177)		(0.4)
Temporary Labor	29,484	-	41,759	27,027	(14,732)		(54.5)
Repairs & Maintenance/Trucks	33,880	2,169	39,527	31,057	(8,470)		(27.3)
Equipment Rental	3,700	-	100	3,392	3,292		97.1
Building & Grounds Maintenance	1,800	334	3,917	1,650	(2,267)		(137.4)
Electrical Power	273,983	19,311	207,432	251,151	43,719		17.4
Telephone	4,480	-	56	4,107	4,051		98.6
Postage	1,290	-	-	1,183	1,183		100.0
Freight	285	-	189	261	72		27.7
Chemicals	10,000	1,291	8,444	9,167	723		7.9
Engineering	390	-	-	358	358		100.0
Other Professional Services	34,000	-	-	31,167	31,167		100.0
Transportation	44,776	4,028	36,522	41,045	4,523		11.0
Office Equip. Maintenance	750	48	331	688	357		51.9
Computer Software Maintenance	21,600	-	17,986	19,800	1,814		9.2
Memberships & Subscriptions	1,476	-	1,796	1,353	(443)		(32.7)
Bad Debts & Minimum Balance Writeoff	28,500	0	(4)	26,125	26,129		100.0
Conference & Continuing Ed	12,075	-	3,439	11,069	7,630		68.9
Certifications	1,050	360	2,127	963	(1,165)		(121.0)
State/County & LAFCO Fees and Charges	13,600	-	28,110	12,467	(15,643)		(125.5)
Hydraulic Water Model Maintenance	2,000	-	-	1,833	1,833		100.0
Human Resources	9,750	-	1,216	8,938	7,721		86.4

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**Water Fund**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Miscellaneous	2,640	-	-	2,420	2,420	100.0
General & Admin Expense Allocation	286,811	14,436	185,960	262,910	76,950	29.3
<b>TOTAL OPERATING EXPENSES</b>	<b>5,099,134</b>	<b>351,613</b>	<b>4,052,964</b>	<b>4,674,206</b>	<b>621,242</b>	<b>13.3</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	88,800	162,643	73,843	45.4
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,905	5,546	(359)	(6.5)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>183,479</b>	<b>-</b>	<b>94,705</b>	<b>168,189</b>	<b>73,484</b>	<b>43.7</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	21,234	852,665	1,852,913	1,000,248	54.0
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,021,360</b>	<b>21,234</b>	<b>852,665</b>	<b>1,852,913</b>	<b>1,000,248</b>	<b>54.0</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(1,191,412)</b>	<b>85,804</b>	<b>280,873</b>	<b>(1,092,128)</b>	<b>1,373,001</b>	<b>125.7</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**Sewer Fund**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	8,057,944	644,848	6,865,227	7,386,449	(521,221)	(7.1)
Sewer Construction Fees	12,000	22	15,640	11,000	4,640	42.2
Account Fees	15,050	5,559	42,783	13,796	28,987	210.1
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	-	123	183	(61)	(33.2)
Miscellaneous	1,000	36	712	917	(205)	(22.3)
<b>TOTAL OPERATING REVENUE</b>	<b>8,086,194</b>	<b>650,465</b>	<b>7,130,292</b>	<b>7,412,345</b>	<b>(282,052)</b>	<b>(3.8)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	239,000	14,454	89,324	219,083	(129,759)	(59.2)
Interest/General	6,453	18,686	43,249	5,915	37,333	631.1
Discounts Earned	720	77	672	660	12	1.8
Sales:Fixed Assets/Scrap Metal	6,856	-	504	6,285	(5,781)	(92.0)
Bad Debt Recovery	860	-	75	788	(713)	(90.4)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>253,889</b>	<b>33,217</b>	<b>133,824</b>	<b>232,732</b>	<b>(98,908)</b>	<b>(42.5)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>8,340,083</b>	<b>683,682</b>	<b>7,264,116</b>	<b>7,645,076</b>	<b>(380,960)</b>	<b>(5.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	580,000	40,386	440,872	531,667	90,794	17.1
Wages & Benefits: Allocated	670,438	54,741	554,288	614,568	60,280	9.8
Benefits: PERS	118,450	4,820	54,831	108,579	53,748	49.5
Group Ins	250,800	18,175	183,347	229,900	46,553	20.2
Workers Comp Ins	9,075	-	6,359	8,319	1,960	23.6
FICA/Medicare	46,500	3,085	33,665	42,625	8,960	21.0
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,675,263</b>	<b>121,207</b>	<b>1,273,362</b>	<b>1,535,657</b>	<b>262,295</b>	<b>17.1</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(11,848)	(45,798)	(59,583)	(13,785)	23.1
<b>Total Operating Wages and benefits</b>	<b>1,610,263</b>	<b>109,359</b>	<b>1,227,564</b>	<b>1,476,074</b>	<b>248,510</b>	<b>16.8</b>
Sewage Treatment: Operating & Maint.	1,758,385	146,532	1,611,852	1,611,853	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	3,033	29,948	36,703	6,756	18.4
Supplies/ Office-Administration	4,500	399	3,427	4,125	698	16.9
Supplies/ Engineering	1,075	26	182	985	803	81.5
Supplies/ Maintenance	50,000	5,127	91,135	45,833	(45,301)	(98.8)
Temporary Labor	19,116	-	31,503	17,523	(13,980)	(79.8)
Repairs & Maintenance/Trucks	26,620	1,636	30,682	24,402	(6,280)	(25.7)
Equipment Rental	1,300	-	-	1,192	1,192	100.0
Building & Grounds Maintenance	1,500	252	2,955	1,375	(1,580)	(114.9)
Electrical Power	119,556	8,467	91,631	109,593	17,962	16.4
Telephone	2,240	-	42	2,053	2,011	98.0
Postage	960	-	-	880	880	100.0
Freight	215	-	255	197	(58)	(29.4)
Legal	-	-	-	-	-	-
Engineering	100	-	-	92	92	100.0
Other Professional Services	24,000	1,400	3,160	22,000	18,840	85.6
Transportation	33,779	3,039	27,552	30,964	3,412	11.0
Office Equip. Maintenance	550	36	249	504	255	50.5
Computer Software Maintenance	16,200	-	12,114	14,850	2,736	18.4

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**Sewer Fund**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	984	-	1,446	902	(544)	(60.3)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	19,708	19,708	100.0
Conference & Continuing Ed	15,180	-	2,538	13,915	11,377	81.8
Certifications	805	-	289	738	449	60.9
State/County & LAFCO Fees and Charges	7,200	-	3,619	6,600	2,981	45.2
Human Resources	7,250	-	918	6,646	5,728	86.2
Miscellaneous	1,920	0	(3)	1,760	1,763	100.2
General & Admin Expense Allocation	286,811	14,436	185,960	262,910	76,950	29.3
<b>TOTAL OPERATING EXPENSES</b>	<b>4,052,048</b>	<b>293,743</b>	<b>3,359,014</b>	<b>3,714,377</b>	<b>355,363</b>	<b>9.6</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	484,575	355,287	485,574	444,194	(41,380)	(9.3)
2012 CIP & Refi.	177,600	-	-	162,800	162,800	100.0
VacCon Truck Loan	117,441	-	117,441	107,654	(9,787)	(9.1)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>779,616</b>	<b>355,287</b>	<b>603,015</b>	<b>714,648</b>	<b>111,633</b>	<b>15.6</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	444,354	412,500	(31,854)	(7.7)
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	20,804	152,837	1,322,750	1,169,913	88.4
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,893,000</b>	<b>20,804</b>	<b>597,191</b>	<b>1,735,250</b>	<b>1,138,059</b>	<b>65.6</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	396,943	396,943	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>433,029</b>	<b>-</b>	<b>-</b>	<b>396,943</b>	<b>396,943</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>1,182,390</b>	<b>13,847</b>	<b>2,704,896</b>	<b>1,083,858</b>	<b>1,621,038</b>	<b>(149.6)</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**General Fund**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	430,000	-	-	394,167	(394,167)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>430,000</b>	<b>-</b>	<b>-</b>	<b>394,167</b>	<b>(394,167)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>430,000</b>	<b>-</b>	<b>-</b>	<b>394,167</b>	<b>(394,167)</b>	<b>(100.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	480,000	33,369	373,023	440,000	66,977	15.2
Benefits: PERS	211,150	26,914	294,904	193,554	(101,350)	(52.4)
State Unemploy Ins	-	1,214	1,214	-	(1,214)	-
Group Ins	660,000	46,699	438,525	605,000	166,475	27.5
Workers Comp Ins	3,575	-	2,679	3,277	598	18.2
FICA/Medicare	35,650	2,647	29,121	32,679	3,559	10.9
Misc Benefits	500	40	580	458	(122)	(26.5)
Total Wages and Benefits	1,390,875	110,883	1,140,046	1,274,969	134,923	10.6
Less: wages & ben charged to Capital Proj.	(50,000)	(1,400)	(31,470)	(45,833)	(14,363)	31.3
Less: Allocated to Water and Sewer Funds	(1,340,875)	(109,483)	(1,108,576)	(1,229,135)	(120,560)	9.8
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	442	3,076	5,500	2,424	44.1
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	5,569	55,559	52,250	(3,309)	(6.3)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	14,850	14,850	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,695	22,759	24,475	1,716	7.0
Electrical Power	104,612	6,400	76,315	95,894	19,579	20.4
Street Lights	100,000	6,610	75,016	91,667	16,650	18.2
Telephone	7,280	1,076	13,012	6,673	(6,339)	(95.0)
Postage	750	-	-	688	688	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	-	94,150	77,917	(16,234)	(20.8)
Legal Services	70,000	1,663	9,158	64,167	55,009	85.7
Accounting	15,000	3,765	6,776	13,750	6,974	50.7
Engineering	510	-	-	468	468	100.0
Other Professional Services	72,000	3,100	12,198	66,000	53,802	81.5
Bank Service Charges	20,000	1,806	8,796	18,333	9,538	52.0
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	270	2,469	3,392	922	27.2
Computer Software Maintenance	7,200	173	4,859	6,600	1,741	26.4
Memberships & Subscriptions	22,140	296	21,202	20,295	(907)	(4.5)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	75	316	6,641	6,325	95.2

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**General Fund**

**May 2024**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	1,645	-	-	1,508	1,508	100.0
State/County & LAFCO Fees and Charges	19,200	-	384	17,600	17,216	97.8
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	300	22,844	7,333	(15,511)	(211.5)
Miscellaneous	7,440	40	4,762	6,820	2,058	30.2
Director's Fees	16,000	1,200	10,850	14,667	3,817	26.0
General & Admin Expense Allocation	(573,622)	(28,871)	(371,921)	(525,820)	(153,900)	29.3
<b>TOTAL OPERATING EXPENSES</b>	<b>100,000</b>	<b>6,610</b>	<b>75,016</b>	<b>91,666</b>	<b>16,650</b>	<b>18.2</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	177,600	-	(177,600)	-
New Financing	(340,000)	-	-	(311,667)	(311,667)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>(340,000)</b>	<b>-</b>	<b>177,600</b>	<b>(311,667)</b>	<b>(489,267)</b>	<b>157.0</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	486,991	-	(486,991)	-
Building, Yard & Paving Improvements	92,500	-	47,974	84,792	36,817	43.4
Engineering & Studies	110,000	-	-	100,833	100,833	100.0
District Design Standards	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>202,500</b>	<b>-</b>	<b>534,965</b>	<b>185,625</b>	<b>(349,340)</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>467,501</b>	<b>(6,610)</b>	<b>(787,581)</b>	<b>428,542</b>	<b>(1,216,123)</b>	<b>(283.8)</b>

# Humboldt Community Services District

## Notes May 2024

### Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

### Note 2 - Supplies - Maintenance

Significant extra maintenance costs due to necessary new Sewer Pump in HH area, New flow meter for Hubbard WBS, repair and replacement of sewer Flygt pumps for SLS stations, repair of Sewer Camera, and hazardous tree removal at Lentell Storage Tank site, necessary replacement of Sewer pumps for King Salmon SLS and Fields Landing SLS, replacement door for Spruce Point well, Seismic valve testing for the Blue Spruce Tank, and a replacement pump for the South Bay Well.

### Note 3 - Temporary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temporary labor costs have been more than offset by reductions in regular District wage expenses. As of current month, positions have been filled and temp labor costs are now 0

### Note 4 - Repairs and Maintenance - Trucks

Significant vehicle repair costs in March due to vehicle repair after accident (Unit 12), and air compressor replacement necessary for Dump Truck.

### Note 5 - Freight

Primary source of freight charges is for shipping to return pumps to manufacturer for repair. Overage compared to budget is not expected to impact District finances.

### Note 6 - Liability Insurance

Increases in claims in previous two years has resulted in an increase in the District's "Experience Modifier", causing an increase in General Liability premium costs. The Experience Modifier is based on claims from the previous 3 years, so this increase is expected to remain for up to 3 years even if claims are reduced in the current and subsequent years. Credit in April is from payment received from insurance company for claims

### Note 7 - Debt Service

Loan Payments are made throughout the year. The total expenditures by the end of the year will match budget amounts.

### Note 8 - Vehicles, Rolling Stock & Equipment

Vehicle Expenditure amount exceeds budget due to Unit 10 Dump Truck and Unit 4 Crane Truck originally budgeted for FY 23 being received and paid in FY 2024.

### Note 9 - Engineering

<b>Engineering Expense - a/c 6810 - Operating Expense</b>	May 2024	YTD
Water Fund		
Eng Bid Advertising		
None		-
<b>Total posted to 6810</b>	<b>-</b>	<b>-</b>
<hr style="border-top: 3px double #000;"/>		
<b>Engineering &amp; Studies - a/c 9040 - Capital Improvement Projects</b>		
Non Engineering Costs Posted to 9040		
None	-	-
<b>Grand Total posted to 9040</b>	<b>-</b>	<b>-</b>
<hr style="border-top: 3px double #000;"/>		



# Humboldt Community Services District

*Dedicated to providing high-quality, cost-effective water and sewer service for our customers*

## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** June 21, 2024  
**Subject:** Assistant Engineer Progress Report for June 25, 2024 Board Meeting

The Donna Drive Hydro Pneumatic Tank Replacement Project is complete. The District's Donna Drive Tank site includes a 5,000-gallon hydro-pneumatic tank that was replaced with a new tank of the same size. The tank is being replaced because the Department of Industrial Relations certification for this pressure vessel expires this year and so the tank is at the end of its useable life. On June 11, 2024, O&M Industries mobilized a crane to the Donna Drive tank site and worked with District Forces to remove the existing tank and carefully fit the new tank in place. The removed tank was loaded onto a District trailer and hauled to the Eel River Transportation & Salvage yard for recycling. Figure 1 shows the new tank being loaded onto a District truck at the Walnut Drive Corporation Yard. The 5,000-gallon tank is 6-feet in diameter and 24-feet long.



**Figure 1:** The new hydro-pneumatic tank being loaded onto a truck at the District's corporation yard.

After installation of the new tank was complete, the pressure vessel was filled with a disinfection solution of water and sodium hypochlorite at a concentration and retention time compliant with AWWA standards for disinfection of water storage facilities. After the disinfection solution was drained to the sewer, the tank was refilled with potable water and two bacteriological samples were collected, 24-hours apart. Both samples were tested with clean results returning from the lab. The new hydro-pneumatic tank

was put back online on Thursday, June 20. The operations and maintenance crew are closely monitoring the performance of the new tank until they are satisfied with the reliability of the newly installed infrastructure. The old hydro-pneumatic tank has been in service for the District since 1955. Figure 2 shows the new hydro-pneumatic tank as installed at the Donna Drive Tank Site and the old hydro-pneumatic tank being lifted by a crane.



**Figure 2:** New hydro-pneumatic tank in place at the Donna Drive tank site while old hydro-pneumatic tank is being lifted over a building to be hauled away for recycling.

During FY 17/18, the District performed a thorough assessment of multiple water storage tanks and determined that the District would need to initiate a systematic rehabilitation program for all of the water storage assets. Tank rehabilitations were prioritized by each tank's condition and age. The Walnut Drive 1 MG-tank was the first tank rehabilitation to be completed during FY 20/21. The Ridgewood Tank was rehabilitated the following year. Brier Lane tank rehabilitation construction was then prioritized due to the tank's condition. Construction for the Brier Lane Tank rehabilitation was completed during FY22/23 with final inspections slated for completion later this summer.

District staff is currently reviewing the 90 percent design submittal for the Donna Drive Water Storage Tank Rehabilitation Project with construction planned for Summer 2025. The Engineer is currently working with Operations and Maintenance to design a temporary water storage system to support the water demand while construction portion of the Donna Drive Rehabilitation Project is underway.

# Humboldt Community Services District

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*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## MEMORANDUM

TO: Board of Directors  
FROM: Brian McNeill, Utility Services Planner  
DATE: June 21, 2024  
SUBJECT: Utility Services Planner Report for June 25, 2024 Board Meeting

---

Two rounds of bacteriological water quality samples were taken from the newly installed hydro pneumatic tank at the Donna Drive tank site. Both rounds of sampling came back absent for contaminants, so the Maintenance department has put the new tank online.

The regular collection of bacteriological water quality samples from throughout the District's distribution system was performed.

The current supply of new water meters is dwindling, but staff is still actively installing the remaining meter stock into the highest priority routes as determined by average meter age in each route.

The Planning Department has continued responding to building and planning referrals for proposed projects within the District. The Utility Services Planner has also, been providing answers to questions submitted by project proponents regarding their current or proposed projects. A sample of those questions, have been concerning fire flow, easements, demolition of buildings, availability of services, and costs associated with their proposed projects.

Staff has also performed inspections on sewer lateral installations and has been working with a contractor to identify a location for the installation of a construction water meter for dust abatement for a non-District project in the Humboldt Hill area.

Backflow reminder letters continue to go out, as well as ongoing review of the submitted test results from the certified backflow testers. Additionally, Planning staff has been answering questions and assisting ratepayers that desire to be removed from the District's backflow testing program.

All required monthly reporting for water and sewer compliance has been sent to the State Water Resource Control Board.

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# Humboldt Community Services District

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 25, 2024

**AGENDA ITEM:** G.1

**TITLE:** Consideration of Adopting Resolution 2024-05 Honoring Brenda K. Franklin Upon Her Retirement After 18 Years of Service

**PRESENTED BY:** Terrence Williams, General Manager

---

### **Recommendation:**

Approve Resolution No. 2024-05 Recognizing Brenda K. Franklin for Her Service to the District. Public Comment. Roll-Call vote.

### **Summary:**

This resolution expresses the gratitude that HCSD staff, board members and ratepayers feel for all of Brenda's contributions to the District over the past 18 years – from 2006 through 2024.

Brenda's last day of employment with the District will be July 28, 2024. The District congratulates Brenda on her well-deserved retirement.

### **Fiscal Impact:**

None

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**RESOLUTION NO. 2024-05  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT  
RECOGNIZING BRENDA K. FRANKLIN  
FOR HER SERVICE TO THE DISTRICT**

**WHEREAS**, Brenda K. Franklin began her employment with the Humboldt Community Services District on May 8, 2006; and

**WHEREAS**, during her 18 years of service, Brenda exceeded expectations while she faithfully and conscientiously performed the duties assigned. Brenda began her career with the Humboldt Community Services District as an Administrative Assistant and was promoted to the position of Administrative Services Manager in 2016 providing direct support to the General Manager and serving as Secretary to the Board of Directors as well as overseeing all human resource and payroll functions for the district.

**WHEREAS**, while Brenda has served the district, she has worked closely with four different General Managers, two Interim General Managers and thirteen elected Directors; and

**WHEREAS**, throughout her tenure, Brenda has been a self-starter, identifying needs, finding solutions and remaining a steady and consistent presence that the District could always rely on; and

**WHEREAS**, Brenda has gone beyond expectations assisting the District with maintaining compliance by compiling, analyzing and completing Consumer Confidence, DRINC, SAFER and eAR reports; and overseeing special projects including taking action during the COVID-19 State of Emergency to ensure that the Board could continue to govern the District and that employees of the District, who were deemed essential workers, could continue to attend to the needs of ratepayers; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Humboldt Community Services District, by adoption of this resolution, acknowledge and express appreciation to Brenda Franklin for her service and dedication to the District and further wish her well in her retirement.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 25<sup>th</sup> day of June 2024, by the following roll call vote:

AYES:  
NOES:  
ABSENT:

ATTEST:

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Heidi Benzonelli, President

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Robert Christensen, Board Secretary

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# Humboldt Community Services District

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 25, 2024

**AGENDA ITEM:** G.2

**TITLE:** Consideration of Fiscal Year 2024/25 Salary Adjustment for HCSD's Non-represented (Management) Employees

**PRESENTED BY:** Terrence Williams, General Manager

---

### **Recommendation:**

Discussion followed by a motion to approve Fiscal Year 2024/25 salary adjustment for HCSD's non-represented (management) employees.

### **Summary:**

The District's Employee Association represents all permanent hourly employees of the District. This includes staff from the following departments; Customer Service, Construction, Maintenance and Engineering. The District also employs salaried exempt management staff. By design, these employees are not represented by the Employee Association. The District's exempt, non-represented staff include; Finance Manager, Michael Montag, Assistant Engineer, Kush Rawal and General Manager, Terrence Williams.

During the June 11, 2024 meeting the Board approved the Employee Association's requests for additional benefits for Fiscal Year 2024/25 which included a request for a 7.0% Cost of Living Adjustment (COLA) along with a paid holiday recognizing Juneteenth National Independence Day.

At this time, the management staff are requesting a 7.0% COLA, commensurate with the adjustment afforded for the District's hourly employees.

### **Fiscal Impact:**

\$25,304.16

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# Humboldt Community Services District

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 25, 2024

**AGENDA ITEM:** G.3

**TITLE:** Consideration of Approving the District's 2024 Annual Water Supply and Demand Report for the Department of Water Resources (DWR)

**PRESENTED BY:** Terrence Williams, General Manager

---

### **Recommendation:**

Discussion followed by a motion to approve and adopt the 2024 Water Supply and Demand Report

### **Summary:**

In 2018, the California Legislature enacted into law new requirements for urban water suppliers to increase drought resilience and to improve communication of water shortage response actions. Each urban water supplier is required to prepare an Annual Water Supply and Demand Assessment (Annual Assessment) and submit an Annual Water Shortage Assessment Report (Annual Shortage Report) to DWR on or before July 1, 2022, and every year thereafter.

Included in this Board packet, please find the Draft Humboldt Community Services District 2024 Annual Water Supply and Demand Assessment Report. If approved, the report will be submitted to the DWR before July 1, 2024. Please approve and adopt this report so that it can be finalized and submitted to the DWR before the July 1 deadline.

### **Fiscal Impact:**

None

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**DRAFT**

Humboldt Community Services District  
2024 Annual  
Water Supply and Demand  
Assessment Report

Prepared for the California Department of Water Resources

By Humboldt Community Services District Staff

Adopted June 25, 2024

## EXECUTIVE SUMMARY

The Humboldt Community Services District is not currently experiencing a water shortage. The projected demand over the assessment period, July 1, 2024 through June 30, 2025, is 1,978 Acre Feet (AF) based on the average demand for the previous four years. The projected supply available to the District for distribution is 5,974 AF with 3,901 AF from the Humboldt Bay Municipal Water District (HBMWD), 1,343 AF from City of Eureka (CoE) and 730 AF from District owned groundwater wells drawing from the Eureka Plain Basin. The District is projecting a 202% surplus of supply over projected water demand for the 2024-25 water year. Recharge to the Eureka Plain Basin is estimated at 26,180 Acre Feet per Year (AFY), while documented withdraws are on the order of 6,100 AFY. This results in a surplus recharge of 20,080 AFY. The District is considering developing additional groundwater resources to provide regional water supply resilience and additional capacity for future population growth.

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## INTRODUCTION

California Water Code (CWC) states that on or before July 1, 2022, and every year after, each Urban Water Supplier shall prepare an annual assessment of supply and demand and submit an Annual Shortage Report to Department of Water Resources (DWR). The Annual Shortage Report is due by July 1 of every year, as required by Water Code Section 10632.1. Table 1 includes general information about the Humboldt Community Services District Annual Assessment.

Table 1: Annual Assessment Information

Table 1: Information	
<b>Type of Supplier</b> (REQUIRED TO CHECK ONE OR BOTH)	
Supplier is a wholesaler	<input type="checkbox"/>
Supplier is a retailer	<input checked="" type="checkbox"/>
<b>Year Covered By This Shortage Report</b> (REQUIRED)	
Start: July 1,	2024
End: June 30,	2025
Volume Unit for Reported Supply and Demand (must use same unit throughout)	AF ▼
<b>Supplier's Annual Assessment Planning Cycle</b> (REQUIRED)	
Start Month:	July ▼
End Month:	June ▼
Data Reporting Interval Used:	Monthly (12 data points per year) ▼
<b>Water Supplier's Contact Information</b> (REQUIRED)	
Water Supplier Name:	Humboldt Community Services District
Contact Name:	Terrence Williams
Contact Title:	General Manager
Street Address:	5055 Walnut Drive
Zip Code:	95503
Phone Number:	(707)443-4550
Email Address:	twilliams@humboldtcsd.org
<b>Report Preparer's Contact Information</b> (If different from above)	
Preparer's Organization Name:	NA
Preparer's Contact Name:	
Phone Number:	
Email Address:	
<b>Supplier's Water Shortage Contingency Plan</b>	
WSCP Title:	Humboldt Community Services District Water Shortage Contingency Plan
WSCP Adoption Date:	6/22/2021 ▼
<b>Other Annual Assessment Related Activities</b> (optional)	
<b>Activity</b>	<b>Timeline/Outcomes/Links/Notes</b>
Annual Assessment/Shortage Report Title:	Humboldt Community Services District Annual Water Supply and Demand Assessment 2024
Annual Assessment/Shortage Report Approval Date:	6/25/2024 ▼
Other Annual Assessment Related Activities:	NA



The Annual Assessment and associated Annual Shortage Report are to be conducted based on the Supplier's procedures detailed in its adopted Water Shortage Contingency Plan (WSCP). In preparing for each year's Annual Assessment, Suppliers should reference and follow their procedures, which they have developed as part of the most recently adopted WSCP.

CWC states that on or before September 30, 2022, and every year after, DWR shall prepare a summary report to the State Water Resources Control Board on DWR's review of the submitted Annual Assessment results. The DWR report will include water shortage information at the Supplier level, as well as regional and statewide analysis of water conditions. The report will also include information on water shortage response actions taken by Suppliers as a result of their Annual Assessments.

The Humboldt Community Services District (HCSD, District) does not rely on water imported from the State Water Project or the Bureau of Reclamation and is not currently experiencing a water shortage. This report titled Humboldt Community Services District 2024 Annual Water Supply and Demand Assessment Report satisfies the reporting requirements of the "Annual Shortage Report" but is not titled that way because the District is not experiencing a shortage.

## BACKGROUND

The Humboldt Community Services District (District or HCSD) was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka, CA. Since that time, the District has expanded the service area to include Myrtle town, Pine Hill, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. Expansion was accomplished both by District construction of facilities, such as in Myrtle town and Cutten, and by acquisition of existing facilities such as the Pialorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

The District currently supplies drinking water to a population of 19,778. The annual water demand by District ratepayers is currently about 2,000 acre-feet/year (AFY). This is less than 100 gallons per capita per day (GPCPD) including residential, commercial, institutional and agricultural/irrigation uses.

## WATER

The District's water distribution and storage system is complex, consisting of twenty-two (22) different pressure zones, ten (10) water storage tanks containing 5.0 million gallons of storage capacity, and twelve (12) water booster pumping stations. The system covers 15 square miles in hilly terrain.

### Sources

Water supply is furnished by three sources. Approximately one half of the District's consumption is purchased/imported directly from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (CoE), who purchases it from HBMWD through the Hubbard and Harris booster pump station; the final quarter is pumped from District owned wells located in the Humboldt Hill area that draw off of the Eureka Plain Groundwater Basin near the Elk River.

These three water sources supply the three major service areas of the District. Hubbard and Harris pump station (water purchased from CoE) supplies the northern area of Myrtle town, Mitchell Road, Freshwater and Pigeon Point (Freshwater/Mitchell Road Zone). Truesdale pump station (water purchased from HBMWD) supplies the central areas of Cutten, Rosewood, Pine Hill, Ridgewood and Elk River (Ridgewood Zone). District well water supplies the southern area of Humboldt Hill, King Salmon, Fields Landing and College of the Redwoods (Humboldt Hill Zone).

Water can be moved between these zones through transmission lines and interties. Doing so requires additional pumping and so it is inefficient and less cost effective.

## **Demands**

The District monitors and records the volume of water purchased/imported from HBMWD and CoE as well as the volume of water pumped from groundwater wells each month. This data is used for the monthly former DRINC (Drinking Water Information Clearinghouse) and current SAFER (Safe and Affordable Funding for Equity and Resilience) reporting and annual eAR (Electronic Annual Report) reporting to the State Water Resources Control Board. Four years of this data was used to develop the projected water demand for the 2024 Annual Assessment. Monthly data over the most recent four-year period was averaged to define the unconstrained monthly demand. This produces a conservative estimate of demand because, over the past four years, demand has been trending down. The total volume of water produced during the 12 months preceding the assessment period (1,861 AF) is 11.3% less than for the 12-month period from four years prior (2,098 AF). Table 2 summarizes the projected monthly water demands of the District.

Use Type Drop down list May select each use multiple times. These are the only Use Types that will be recognized by the WUEdata online submittal tool. (Add additional rows as needed)	Start Year: 2024 Level of Treatment for Non-Potable Supplies Drop down list	Volumetric Unit Used: AF												Total by Water Demand Type
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun <sup>3</sup>	
Demands Served by Potable Supplies														
All Demands		197	207	183	162	158	143	159	136	149	146	167	171	1,978
TOTAL BY MONTH (POTABLE)		197	207	183	162	158	143	159	136	149	146	167	171	1,978
Demands Served by Non-Potable Supplies														
TOTAL BY MONTH (NON-POTABLE)		0	0	0	0	0	0	0	0	0	0	0	0	0

NOTES

<sup>1</sup>Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.  
<sup>2</sup>Units of measure (AF, CCF, MG) must remain consistent.  
<sup>3</sup>When optional monthly volumes aren't provided, please enter yearly volumes in the June column (Jun<sup>3</sup>).

## Supplies

The District purchases/imports water from two agencies, HBMWD and CoE; and pumps groundwater through District owned wells. The water purchased from HBMWD and CoE is sourced from an aquifer below the Mad River through Ranney Collectors owned and operated by HBMWD. Through contracts, HCSD is allocated 2.9 million-gallons per day (MGD) from HBMWD directly and an additional 1 MGD from CoE which is sourced from HBMWD. On average, the District sources 0.45 MGD from groundwater with a peak month average daily demand of 0.64 MGD.

### Humboldt Bay Municipal Water District

HBMWD pumps groundwater from an aquifer below the Mad River north of Arcata CA. HBMWD supplies water to seven municipal customers including City of Arcata, City of Blue Lake, City of Eureka, Fieldbrook CSD, Humboldt CSD, Manila CSD, and McKinleyville CSD and about 600 retail water customers. HBMWD has the capacity to supply 20 MGD of treated drinking water. The daily allocation of water to the seven municipal customers totals 17 MGD and includes 2.9 MGD to HCSD.

HBMWD delivers water to HCSD through a transmission line that runs down the Samoa Peninsula and crosses Humboldt Bay to terminate at the HCSD pumping facility at 1930 Truesdale Street in Eureka, CA. HBMWD water is then pumped to the HCSD storage tanks at the District corporation yard at 5055 Walnut Drive in Cutten, CA.

HBMWD maintains their own Urban Water Management Plan and associated WSCP that can be referenced at the following web location (<https://www.hbmwd.com/files/03d84a5c2/UWMP-2020+final.pdf>). HBMWD's WSCP indicates that they will use the Ruth Lake Reservoir storage volume and the time of year to determine their shortage stage. On June 2, 2024 HBMWD Ruth Lake Reservoir was at 95% of capacity. This corresponds to a shortage action level of Stage 1, no shortage (HBMWD lists action Stages 1-5, HBMWD Stage 1 corresponds to Annual Water Supply and Demand Assessment (AWSDA) Shortage Level 0, no shortage).

Based on this information, HCSD can access 2.9 MGD from HBMWD through the Truesdale Pumping Station. 2.9 MGD corresponds to 3901.1 AFY. HCSD's total annual demand is about 2000 AFY.

### City of Eureka

HCSD purchases/imports water from CoE. CoE is one of HBMWD's municipal customers with a 7 MGD allocation. That allocation is delivered to CoE through a City owned transmission line that originates at the HBMWD turbidity reduction facility in Essex, CA and terminates at the City's primary storage reservoir. The transmission line passes a City/District owned pumping station at the corner of Hubbard Lane and Harris Street in Eureka CA (Hubbard Lane pumping Station). The Hubbard Lane Pumping Station taps into the City's transmission line. Through contract, the District can access up to 1 MGD of the City's water allocation through this pumping station. As described previously, HBMWD is at AWSDA Shortage Level 0, no shortage so HCSD can access 1 MGD through the Hubbard Lane pumping station. 1 MGD corresponds to 1343.2 AFY.

### Groundwater Basin

The District maintains two active well sites at the base of Humboldt Hill, near the Elk River. Over the past four years, the District wells have supplied an average of 0.45 MGD with a peak month average daily pumping of 0.64 MGD. This translates to 42.3 acre-feet per month average and 60 acre-feet per

month peak. These units were used to establish the peak month volume for groundwater withdrawal. Extending the peak month withdrawal over 12 months results in 730 AFY.

The District's groundwater is drawn from the Eureka Plain Basin (DWR Groundwater Basin Number 1-9). This basin covers 37,400 acres and is bounded by the Little Salmon fault to the south, the Freshwater Fault to the north, Wildcat Series deposits to the east and Humboldt Bay to the west. Precipitation infiltration and seepage from Freshwater Creek, Elk River and Eel River contribute to recharge of the Eureka Plain Basin (DWR 2020).

The California Department of Water Resources (DWR) performed an extraction survey of the Eureka Plain Basin in 1996 and determined that agricultural and municipal/industrial extraction are 4,800 and 1,300 AFY respectively (DWR 2020). HCSD has been pumping from wells in the Eureka Plain Basin since the 1950's so those extraction volumes were captured in that survey.

The Eureka Plain Basin has not been identified as an impaired basin so extensive studies regarding recharge and storage have not been developed. The adjacent Eel River Valley Groundwater Basin has been thoroughly studied and has hydrologic similarities to the Eureka Plain Basin including precipitation, soil formations, surface topography, ocean boundary and year-round surface water flow. The Eel River Valley Groundwater Sustainability Plan was adopted on January 29, 2022 by the Humboldt County Board of Supervisors (Humboldt County 2022). Based on data from the Eel River Valley Groundwater Sustainability Plan, the authors assume that on average, 21% of precipitation infiltrates into the Eel River Valley Groundwater Basin.

Considering the hydrologic similarity and proximity of the two basins, the assumption that 21% of annual precipitation infiltrates into the Eureka Plain Basin will be used for the purposes of this report. Using an annual average of 40 inches of precipitation and a surface area of 37,400 acres and the assumed 21% infiltration rate implies that 26,180 AFY percolates into the basin and becomes groundwater. This is a conservative estimate of recharge because seepage from the rivers is not accounted for. The Eel River Valley Groundwater Sustainability Plan indicates that river to groundwater seepage is the largest contributor to recharge.

Assuming that pumping from the Eureka Plain Basin has not increased significantly since the 1996 survey (6,100 AFY) and that recharge to the basin is at least 26,180 AFY, there is substantial groundwater resources available to be developed; at least 20,080 AFY on average.

### **District Wells**

The District adopted the 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) on June 22, 2021. Section 3.2 of the District's WSCP describes a process by which the District will evaluate the capacity of the Eureka Plain Basin to sustain extraction at the levels planned by the District for the Annual Assessment. Section 3.2 of the District's WSCP is included for reference below:

#### ***3.2 Data and Methodologies***

*HCSD will prepare Annual Water Supply and Demand Assessments utilizing the following data:*

- *Precipitation data from Eureka*
- *Groundwater elevation data from CASGEM wells within the Eureka Plain Groundwater Basin.*

- *Projected current year unconstrained demand.*
- *Projected current year available supply.*
- *HBMWD Annual Water Supply and Assessment*

*The above data will be evaluated with similar methodologies and added to the analysis of water supply reliability contained in Section 2 of this plan.*

Section 2 of the District's WSCP describes the process for determining the overall, long-term reliability of the District's groundwater resources. The data used for this analysis is available from the California Statewide Groundwater Elevation Monitoring (CASGEM) online system.

That analysis includes water surface elevation data for two residential water wells that have significant historical data. The wells are not District owned and were selected because they are located in the upper portion of the Eureka Plain Basin so their water surface levels would be susceptible to variation based on precipitation recharge or lack thereof. Despite the extended historical data for these two wells, recent water surface elevation data is spotty or not available at all. The reason for the lack of data cited by CASGEM is that residential wells were not monitored during the COVID emergency.

The CASGEM residential wells used to analyze groundwater reliability are the Clover Well at 40.7221, -124.1867 (CASGEM ID 04n01w21b001h) and the Windmill Well at 40.7581, -124.0639 (CASGEM ID 04n01e03m001h). The Clover Well has a ground surface elevation of 83 feet above mean sea level and the Windmill Well has a ground surface elevation of 73 feet above mean sea level. These wells were named by District staff based on the Humboldt County road names at their respective locations. Note: According to CASGEM, the Windmill Well was destroyed in 2017 and no further data will be available from that location.

The District has decided to correlate data from the CASGEM database to data collected from District owned wells and make the Annual Assessment based on current data collected from District owned wells.

The District currently maintains two active production wells that draw from the Eureka Plain Basin. These are the Spruce Point Well located at 40.7433, -124.1993 (CA1210009\_006\_006) and the South Bay Well located at 40.7369, -124.2086 (CA1210009\_013\_013). The District is also in the process of abandoning/destroying a third production well whose casing recently failed; the Princeton Well is located at 40.7361, -124.2037 (CA1210009-007). Current water surface elevation measurements were taken in the spring of 2023. Some historic data is also available for these wells.

The Princeton Well was constructed in June of 1978 and has a ground surface elevation of 14 feet above mean sea level. Precise measurements for historic water surface elevation are limited for this location. Operator notes indicate that this well continuously produced artesian flow from 1988 to present. This data indicates that the water surface elevation was greater than 14 feet above mean sea level. A precise measurement of the water surface elevation was recorded for the Princeton Well in 2022, 2023 and 2024 using a flexible clear tube connected to the well's bypass plumbing while there was artesian flow from the well. The water surface elevation recorded on March 24, 2024 was 14.33 feet above mean sea level.

The South Bay Well was constructed in August of 2018 and has a ground surface elevation of 10 feet above mean sea level. Operator notes indicate that this well continuously produced artesian flow from

2018 to present. This data indicates that the water surface elevation is greater than 10 feet above mean sea level. A precise measurement of the water surface elevation was recorded for the South Bay Well in 2022, 2023 and 2024 using a flexible clear tube connected to the well's bypass plumbing while there was artesian flow from the well. The water surface elevation recorded on March 25, 2024 was 15.91 feet above mean sea level.

The District maintained a second well on the same parcel as the South Bay Well that was destroyed in June of 2018 (CA1210009-004). This well was constructed in August of 1988. Operator notes indicate that this well continuously produced artesian flow between 1988 and 2014. This well was taken out of service and operator records ceased due to deteriorating water quality. The water quality issues were determined to be due to surface interaction because of a failed well seal. The artesian flow data indicates that the water surface elevation was greater than 10 feet above mean sea level between 1988 and 2014.

The Spruce Point Well was constructed on July 11, 1988 and has a ground surface elevation of 35 feet above mean sea level. The District does have some water surface elevation data for this well. In July of 1988, the water surface elevation was 15.5 feet above mean sea level. On April 19, 2012, the water surface elevation was 17.5 feet above mean sea level. On May 16, 2023, the water surface elevation was 15 feet above mean sea level. Additionally, water surface elevation has been recorded in 2022, 2023 and 2024. On March 25, 2024 the water surface elevation in the Spruce Point Well was 14.1 feet above mean sea level.

Figure 1 summarizes the available data for the Eureka Plain Basin between 1985 and 2023. The data includes measured water surface as obtained from the CASGEM online system for spring and fall recordings for the Windmill Well and Clover Well. Also included is measured water surface elevation data for the District's Spruce Point Well. Additionally, estimated and measured data is shown for the District's South Bay and Princeton Wells (ground surface elevation of 10 feet and 14 feet respectively were used to quantify operator notes indicating that the wells showed artesian flow). Precipitation data is also shown as recorded on the NOAA website. This data is shown as water year (October through September) and as calendar year. Finally, the driest year is indicated with a vertical red line (2013) and the driest five-year period is indicated with a vertical red field (1987 to 1992).

Based on water surface elevation measurements taken between 1985 and 2023, there have been no appreciable changes in water depth. Groundwater elevations in the wells are consistent and have not been significantly influenced by climatic variation (precipitation). Based on this information, the water produced from the HCSD groundwater wells is very reliable and not susceptible to drought conditions.

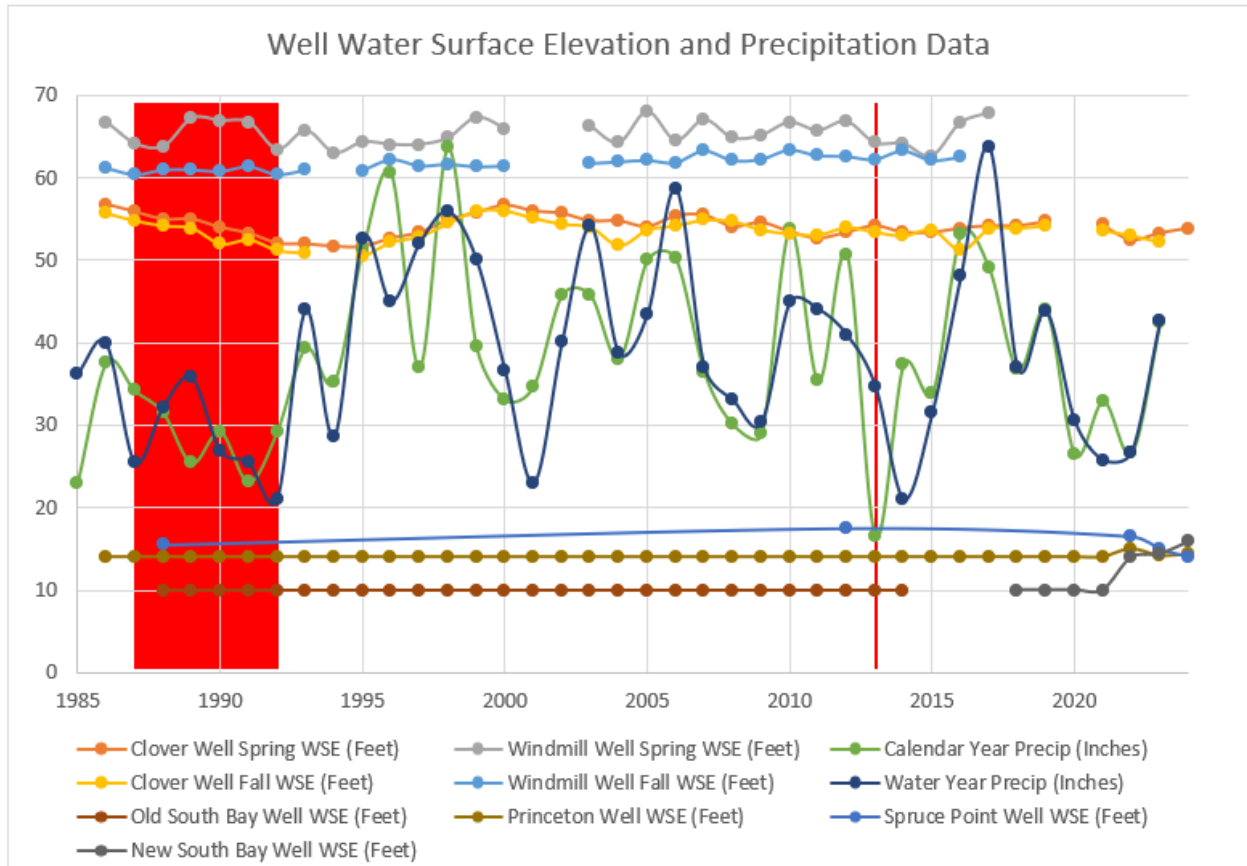


Figure 1: Water surface elevation and precipitation data for the Eureka Plain Basin between 1985 and 2024

Figure 2 shows an area map that includes a portion of the Eureka Plain Basin. The map was originally published in a document titled “Groundwater Conditions in the Eureka Area, Humboldt County, California, 1975” published by the US Geological Survey and developed in cooperation with the Humboldt County Department of Public Works (USGS, 1975). The approximate locations of the District’s production and monitoring wells are shown and called out (South Bay, Princeton, Spruce Point, Clover, and Windmill). The purpose of this figure is to corroborate the water surface elevations recorded for the period between 1985 and 2023 and shown in Figure 1. Figure 2 shows water surface elevation contours in the vicinity of the City of Eureka at the edge of Humboldt Bay as measured in 1975 with similar values to what was measured between 1985 and 2023 in the District’s production wells nearby.



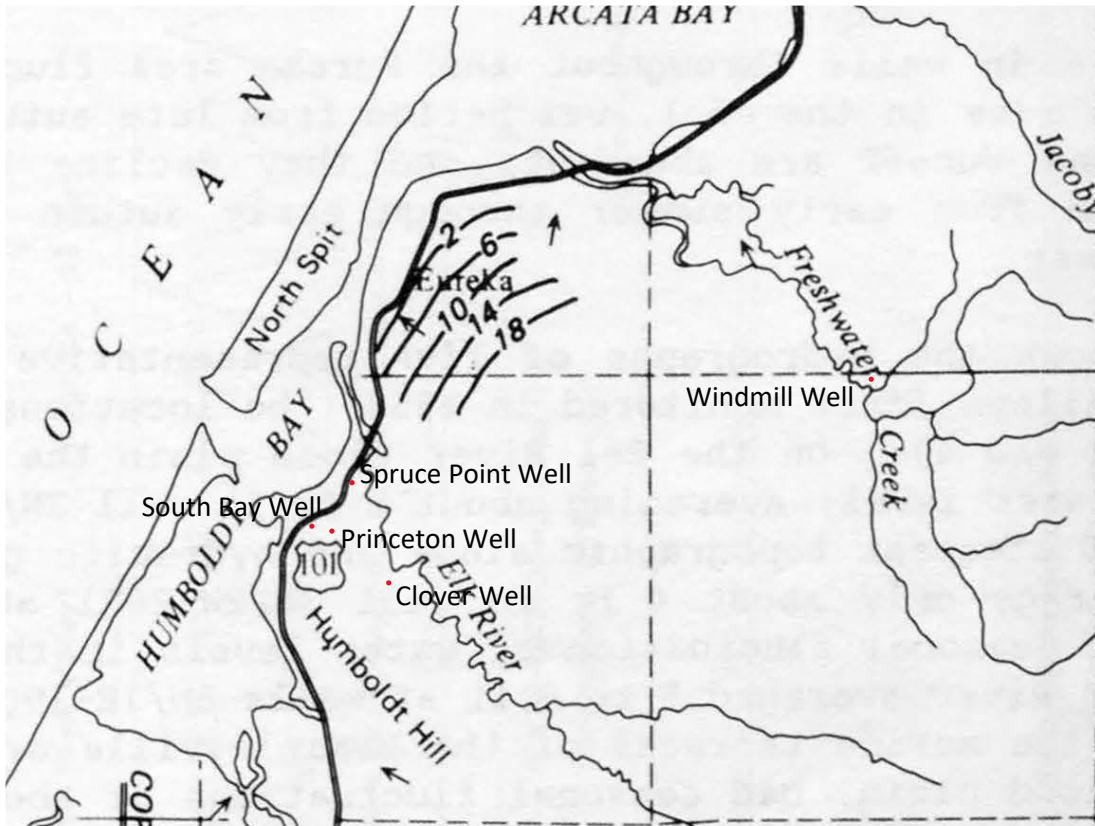


Figure 2: Clipped image of a map taken from "Groundwater Conditions in the Eureka Area, Humboldt County, California, 1975" Includes approximate locations of District production wells and local CASGEM monitoring wells (USGS, 1975).

### Supply Summary

During the assessment period, July 1, 2024 through June 30, 2025, the District can access 5244 AF through purchase/import from HBMWD and CoE. The District can also pump 730 AF from groundwater wells in the Eureka Plain Basin. The total water available to the District for the assessment period is 5974 AF. Table 3 summarizes water supplies available to the District during the assessment period.

Table 3 Retail: Water Supplies<sup>1</sup>

Water Supply Drop down list May select each use multiple times. These are the only Use Types that will be recognized by the WUEdata online submittal tool. (Add additional rows as needed)	Start Year: 2024	Volumetric Unit Used: AF												Water Quality Drop Down List	Total Right or Safe Yield * (optional)
		Projected Water Supplies - Volume <sup>2</sup>													
Additional Detail on Water Supply	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun <sup>3</sup>	Total by Water Demand Type		
Potable Supplies															
Purchased/Imported Water	331.33	331.33	320.64	331.33	320.64	331.33	331.33	299.264	331.33	320.64	331.33	320.64	3,901		
Purchased/Imported Water	114.08	114.08	110.4	114.08	110.4	114.08	114.08	103.04	114.08	110.4	114.08	110.4	1,343		
Groundwater (not desal.)	62	62	60	62	60	62	62	56	62	60	62	60	730		
<b>TOTAL BY MONTH (POTABLE)</b>	<b>507.41</b>	<b>507.41</b>	<b>491.04</b>	<b>507.41</b>	<b>491.04</b>	<b>507.41</b>	<b>507.41</b>	<b>458.304</b>	<b>507.41</b>	<b>491.04</b>	<b>507.41</b>	<b>491.04</b>	<b>5,974</b>		
Non-Potable Supplies															
<b>TOTAL BY MONTH (NON-POTABLE)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
NOTES															

<sup>1</sup>Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.

<sup>2</sup>Units of measure (AF, CCF, MG) must remain consistent.

<sup>3</sup>When optional monthly volumes aren't provided, please enter yearly volumes in the June column (Jun<sup>3</sup>).

## RESULTS AND CONCLUSIONS

Water supply available to the District far exceeds expected demands for the 2024-25 water supply and demand assessment period. Table 4P shows the District's potable water shortage assessment summary for 2024. The projected monthly surplus of potable water available to the District for distribution ranges from 145% in August 2024 to 255% in December 2024. Over the 12-month assessment period, the District projects 202% potable water surplus. The District does not supply non-potable water as reflected in Table 4NP (below Table 4P).

Table 4(P): Potable Water Shortage Assessment <sup>1</sup>		2024												AF	
		Start Year:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun <sup>3</sup>	Total
<b>Potable Supplies</b>															
	Anticipated Unconstrained Demand	197	207	183	162	158	143	159	136	149	146	167	171	1,978	
	Anticipated Total Water Supply	507.41	507.41	491.04	507.41	491.04	507.41	507.41	458.3	507.41	491.04	507.41	491.04	5,974	
	Surplus/Shortage w/o WSCP Action	310.41	300.41	308.04	345.41	333.04	364.41	348.41	322.3	358.41	345.04	340.41	320.04	3,996	
	% Surplus/Shortage w/o WSCP Action	158%	145%	168%	213%	211%	255%	219%	237%	241%	236%	204%	187%	202%	
	<b>State Standard Shortage Level</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Planned WSCP Actions</b>															
	Benefit from WSCP: Supply Augmentation	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Benefit from WSCP: Demand Reduction	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Revised Surplus/Shortage with WSCP	310.41	300.41	308.04	345.41	333.04	364.41	348.41	322.3	358.41	345.04	340.41	320.04	3,996	
	% Revised Surplus/Shortage with WSCP	158%	145%	168%	213%	211%	255%	219%	237%	241%	236%	204%	187%	202%	

Table 4(NP): Non-Potable Water Shortage Assessment <sup>1</sup>		2024												AF	
		Start Year:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun <sup>3</sup>	Total
<b>Non-Potable Supplies</b>															
	Anticipated Unconstrained Demand														0
	Anticipated Total Water Supply														0
	Surplus/Shortage w/o WSCP Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% Surplus/Shortage w/o WSCP Action														0%
<b>Planned WSCP Actions</b>															
	Benefit from WSCP: Supply Augmentation														0
	Benefit from WSCP: Demand Reduction														0
	Revised Surplus/Shortage with WSCP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% Revised Surplus/Shortage with WSCP														
<b>NOTES</b>															

<sup>1</sup>Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.

<sup>2</sup>Units of measure (AF, CCF, MG) must remain consistent.

<sup>3</sup>When optional monthly volumes aren't provided, please enter yearly volumes in the June column (Jun<sup>3</sup>).

## Planned Action

Table 5 summarizes the District’s planned conservation efforts (Planned Water Shortage Response Actions). The District maintains a rebate program for rainwater catchment. The program is intended to encourage landscape irrigation efficiency through rainwater catchment and storage.

Table 5 Retail: Actions							
Year Covered By This Shortage Report			July 1, 2024		to June 30, 2025		
Anticipated Shortage Level Drop Down List of State Standard Levels (1-6) and Level 0 (No Shortage)	ACTIONS: Demand Reduction, Supply Augmentation, and Other Actions. (Drop Down List) These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.	Is Action Already Being Implemented? (Y/N)	How much is action going to reduce the shortage gap?		When is shortage response action anticipated to be implemented?		
			Enter Amount	(Drop Down List) Select % or Volume Unit	Start Month	End Month	
Add additional rows as needed							
0 (No Shortage) ▾	Provide Rebates for Landscape Irrigation Efficiency ▾	Yes ▾	0	AF ▾	July ▾	June ▾	
Notes: (NOTES Section to be used only for clarifying details, and not for listing specific actions. Actions need to be entered into rows above.)							

## Continued Monitoring

The District’s record of groundwater surface elevation data is less than optimal. The reason for this is the abundance of available groundwater. In 70 years of operation, the District has never experienced a water shortage. The District has plans to monitor water surface elevation at all of the production well sites as often as is practical going forward. Since 2022, the District has been recording two water surface elevation measurements each year (spring and fall) for each of the three groundwater wells (South Bay, Spruce Point and Princeton).

Each of the District’s production wells include unique challenges. The new South Bay Well will be the easiest to monitor because a data acquisition solution is possible at that location. A pressure transducer has been installed into the South Bay Well that enables the District’s SCADA system to record level data continuously. This will allow District staff to monitor static water level, drawdown and recovery rates.

The Princeton well has been taken out of service because of a failed casing. This well is scheduled to be destroyed. A level measurement will be taken at the Princeton Well using the clear stand tube method twice annually until that well is destroyed.

The Spruce Point Well has presented a challenge for regular water surface elevation measurements. The water surface elevation in this well is usually around 20 feet below the ground surface. The well casing has been lined with a smaller diameter stand pipe. The drop pipe outer diameter to well casing inner diameter is tight enough that a well tape cannot be fed into the annular space. In 2022, the Spruce Point Well pump was pulled so that the well could be filmed and a water surface elevation measurement was taken. In 2023, District staff was able to develop a method to make a manual measurement of the water surface elevation without pulling the pump by disassembling the discharge plumbing and feeding a well tape down the discharge pipe in the annular space between the pump drive shaft and the discharge pipe. In the future, the District expects to replace the Spruce Point pump with a submersible unit with a smaller discharge pipe. When the pump is replaced, a sensor will be installed that will be integrated into the District’s SCADA system to take automated water surface elevation measurements at the Spruce Point Well.

All data that is recorded in the future will be included in future Annual Assessment reports.

### Additional Source Development

Considering the abundance of groundwater in the Eureka Plain Basin, the District plans to develop groundwater resources to augment supply and bolster resiliency. This will provide water security for the District as well as providing a reliable, high quality source of drinking water for future population growth in the region. Developing the District's groundwater resources will also enable the District to provide water to neighboring agencies, like the CoE, in the event of an emergency such as a transmission line failure. The transmission line supplying HBMWD water to HCSD is close to 15 miles long. The transmission line supplying HBMWD water to CoE is about 10 miles long. Both of these lines are susceptible to seismic damage. Local storage and/or supplemental supply will greatly reduce the risk of water outage for both agencies.

The District owns six parcels where wells drawing from the Eureka Plain Basin have served the District in the past. These include the South Bay, Princeton and Spruce Point locations. Additionally, there were production wells on three other District owned properties in the past. These are the Little California Well (40.7658, -124.1713), Meyers Well (40.7592, -124.1778), and Youngers/Pine Hill Well (40.7526, -124.1881).

As previously indicated, the Princeton Well casing has failed and the well is scheduled for destruction. Wells on this parcel have served the District for many years. The current well on that site had a pumping capacity of 100 gallons per minute (GPM). The District is considering developing a production well at that location with similar capacity to the South Bay Well (1,000 to 1,500 GPM).

The Spruce Point well was constructed almost 35 years ago. This well is likely nearing the end of its useful life. A new well will be developed at this location when the current well fails.

The South Bay Well was constructed in 2018 and is currently serving the District reliably.

The District will perform feasibility studies to determine the potential to develop groundwater wells on the other historical District well sites. The expectation is that each of these sites are suitable for wells with similar pumping capacity as the South Bay Well. Provided all six sites are able to support 1,000 GPM well pumps and that interactions between the wells do not affect production, the District would have access to about 5,000 AFY of groundwater at a 50% duty cycle. Considering that a conservative estimate of surplus groundwater recharge into the basin is 20,080 AFY and that the District's current annual demand is 2,000 AFY, this level of development would be suitable to supply regional water resiliency and future growth.

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# **Humboldt Community Services District**

*Dedicated to providing high quality, cost effective water and sewer service to our customers*

## **AGENDA REPORT**

**For HCSD Board of Directors Regular Meeting of:** June 25, 2024

**AGENDA ITEM:** H.1

**TITLE:** Res. 2024-06 Establishing Appropriations Limit for Fiscal Year 2024/25

**PRESENTED BY:** Michael Montag, Finance Manager/District Treasurer

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### **Recommendation:**

Staff recommends adopting Resolution 2024-06 Establishing Appropriation Limits for Fiscal Year 2024/25 by motion and roll call vote.

### **Summary:**

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined as “proceeds of taxes” are restricted by the limit. Generally, revenues restricted as to use, such as enterprise fund revenues and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year, the District may not appropriate any proceeds of taxes they receive in excess of its limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor, and population change factor must be adopted each year by resolution of the District Board of Directors and incorporated into the District’s budget.

Projected property taxes and assessments for 2024/25 total \$ 450,000. All of the District’s projected property tax revenue is subject to the Appropriations Limit.

The 2024/25 Appropriations Limit, as calculated on the following page, is \$ 552,097. Projected property tax revenue is \$ 102,097 under the limit.

### **Fiscal Impact:**

None.

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**Post Office Box 158 • Cutten, CA 95534 • (707) 443-4558 • Fax (707) 443-0818**

**FISCAL YEAR 2024/25 HUMBOLDT COMMUNITY SERVICES  
DISTRICT APPROPRIATIONS LIMIT CALCULATIONS**

A. Last Year’s Limit (FY 2023/24) \$ 534,967

B. Adjustment Factors

- 1. Population % (County population growth) -0.71
- 2. Inflation % (Change in California Per Capita Personal Income) 3.94

Population Converted to a Ratio:  $\frac{-0.71+100}{100}$  = 0.9929

Per Capita Cost of Living Converted to a Ratio:  $\frac{3.94 +100}{100}$  = 1.0394

Calculation of Factor for Fiscal Year 2024/25  $0.9929 \times 1.0394 =$  1.032021

C. This Year’s Limit \$ 552,097

**APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT**

- A. Proceeds of Taxes \$ 450,000
- B. Exclusions 0
- C. Appropriations Subject to Limit \$ 450,000
- D. Current Year Limit \$ 552,097
- E. Under Limit \$ 102,097

**RESOLUTION NO. 2024-06**

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
ESTABLISHING APPROPRIATION LIMITS FOR FISCAL YEAR 2024/25**

**WHEREAS**, Section 7910 of the Government Code provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to the provisions of Article XIII B of the California Constitution at a regularly scheduled meeting or a noticed special meeting; and,

**WHEREAS**, documentation used in the determination of the appropriations limit for Fiscal Year 2024/25 for the Humboldt Community Services District has been available to the public for fifteen days prior to the date hereof;

**NOW, THEREFORE**, the Board of Directors of the Humboldt Community Services District finds, determines and resolves that the appropriation limits for the Humboldt Community Services District for fiscal year 2024/25 (commencing July 1, 2024 and ending June 30, 2025) is hereby established at \$552,097.

**PASSED, APPROVED, and ADOPTED** at a regular meeting of the Board of Directors of the Humboldt County Community Services District held this 25<sup>th</sup> day of June 2024, on the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Heidi Benzonelli, President

ATTEST:

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Robert Christensen, Secretary

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# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 25, 2024

**AGENDA ITEM:** H.2

**TITLE:** Consideration of Approving Fiscal Year 2024/25 Capital Improvement Program (CIP) Plan

**PRESENTED BY:** Terrence Williams, General Manager

---

### **Recommendation:**

Discussion followed by a motion to approve Fiscal Year (FY) 2024/25 Capital Improvement Plan (CIP).

### **Summary:**

The District uses a five year Capital Improvement Program/Plan (CIP) to plan, budget and schedule capital investments in infrastructure, vehicles, equipment and buildings. The CIP is updated annually and is used as a planning tool to assist with rate setting, budgeting, cost projections and to prioritize major repairs, rehabilitation, updates and replacement of District owned assets. The Fiscal Year 2024/25 updated Draft CIP report is included in this Board Packet for your review.

During the May 28, 2024 Board meeting, the updated Draft CIP tables were presented for review, discussion and consideration. The Board approved the tables for inclusion into the District's budget for Fiscal Year 2024/25. Included with this agenda report is the complete CIP report for Fiscal Year 2024/25. The tables and spending are identical to what was presented in May with one exception.

The previous version showed spending for SCADA systems only from the water fund beginning in the current fiscal year and running through FY 2026 with sewer system SCADA spending beginning in FY 2026 and running through FY 2028. The updated tables show the SCADA spending split evenly between the two funds from now through FY 2028. The spending totals are the same from year to year between the two versions.

Please approve the Fiscal Year 2024/25 CIP report by motion and roll call vote.

### **Fiscal Impact:**

\$5.5M for Fiscal Year 2024/25 of which \$4M is new spending and \$1.5M is being rolled over from 2023/24 for projects that were scheduled and budgeted but not completed.

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**DRAFT**

## Humboldt Community Services District

Fiscal Year 2024/25  
Capital Improvement Program  
With Details for  
Fiscal Year 2024/25 – 2028/29  
and Projections out to Fiscal Year 2044/45

**Adopted June 25, 2024**

# EXECUTIVE SUMMARY

The Humboldt Community Services District Fiscal Year 2024/25 Capital Improvement Plan (CIP) details the cost and scheduling for the anticipated capital projects and expenditures for the five-year period beginning with Fiscal Year 2024/25 and ending with Fiscal Year 2028/29. The plan also includes less detailed projections for anticipatable expenditures to the ten and twenty-year planning horizon. A table summarizing the capital expenses can be found below (Table 1). The FY 24/25 totals include \$1.5M that was budgeted for CIP projects that were planned for FY 23/24 and were not completed. These funds were rolled into FY 24/25. The FY 24/25 CIP also includes \$1M for repairing infrastructure that was damaged during the December 20, 2022 earthquake. The damage repair is grant funded by CalOES. Projected spending for capital projects in FY 24/25 is \$5.4M. Additionally, the District continues to apply for grant funding that will offset costs associated with various proposed CIP projects in future years.

Table 1: Summary of Humboldt Community Service District anticipated capital expenses out to the 20-year planning horizon.

	Current FY 23-24	Scheduled FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	
		1	2	3	4	5			
Sewer Facilities	\$1,517,438	<b>\$1,467,000</b>	\$2,682,500	\$2,441,500	\$2,465,000	\$2,360,000	\$15,686,667	\$30,933,333	
Sewer Mains	\$51,000	<b>\$1,327,500</b>	\$1,400,500	\$1,460,100	\$2,053,100	\$3,295,500	\$33,105,506	\$55,529,013	
Water Facilities	\$1,011,362	<b>\$1,138,200</b>	\$1,150,500	\$1,244,500	\$1,190,500	\$1,930,500	\$6,682,500	\$7,530,000	
Water Mains	\$217,843	<b>\$952,500</b>	\$683,333	\$1,685,000	\$2,026,666	\$940,000	\$45,075,000	\$90,150,000	
Building and Yard	\$22,500	<b>\$395,000</b>	\$55,000	\$0	\$0	\$110,000	\$250,000	\$500,000	
Vehicles and Equipment	\$783,776	<b>\$129,500</b>	\$85,000	\$0	\$0	\$0	\$2,000,000	\$4,000,000	
Sewer Total	\$1,971,575.6	<b>\$2,372,279.0</b>	\$4,153,000.0	\$3,901,600.0	\$4,518,100.0	\$5,710,500.0	\$49,917,172.7	\$88,712,346.3	
Water Total	\$1,632,343.4	<b>\$2,177,610.0</b>	\$1,903,833.0	\$2,929,500.0	\$3,217,166.0	\$2,925,500.0	\$52,882,500.0	\$99,930,000.0	
Total	\$3,603,919	<b>\$5,409,700</b>	\$6,056,833	\$6,831,100	\$7,735,266	\$8,636,000	\$102,799,673	\$188,642,346	
							Annual averages for 10 and 20 year projections	\$20,559,935	\$18,864,235
							20 Year Projected Grand Total		\$329,714,837

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20



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## INTRODUCTION

The Fiscal Year (FY) 2024/2025 Capital Improvement Program/Plan (CIP) is a five-year plan for budgeting and planning of District water and sewer facility and infrastructure improvements. The CIP is used to identify, prioritize and schedule necessary improvements. The CIP is also a tool to assist with rate setting and identification of funding sources for future projects. The CIP consists of projects that require major financial and human resources in a scheduled format. Interdependency of year-to-year project selections is a major consideration to ensure an efficient and orderly progression of improvements. Routine maintenance is not considered a capital improvement expense.

Criteria for CIP project selection includes projects that reduce maintenance and cost to the District, improve service and reliability, and provide for water security and infrastructure resiliency. The CIP is also used as the master plan for scheduled infrastructure replacements based on performance and useful life expectancy.

The CIP will inform and assist with the District's annual budgeting process as well as inform the rate and capacity charge setting process. The ten- and twenty-year projections are intended for planning purposes. These estimates represent known expenses that will impact the District's finances on a longer-term planning horizon than a standard five-year CIP does. These long-term projections do not represent an exhaustive list or project schedule. The ten- and twenty-year projections are intended to inform financial planning, rate setting and grant writing efforts so that the District can remain financially sustainable into the future.

The projected values reflected in these pages are in 2024 dollars with no consideration of potential inflation.

## BACKGROUND

The District was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka. Over the years, the District has expanded the service area to include Myrtle town, Pine Hill, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. Expansion was accomplished both by District construction of facilities, such as in Myrtle town and Cutten, and by acquisition of existing facilities such as the Pjalorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

Between 1974 and 1980, the Capital Improvement Program consisted mainly of equipment and plant purchases. From 1980 to 1990, the CIP included revenue bond financing of major water supply, distribution and storage projects. From 1990 onward, the District adopted a formal five-year CIP process that focused on steel main replacement and sewage lift station upgrades. The structured program has resulted in increases in production and project completion. Capital expenditures have also increased from an average of 10% to over 30% of the total budget as the District's aging system requires replacements and improvements.

Ten- and twenty-year projections (titled Years 6-10 and Years 11-20 in the tables for clarity), developed for this plan, indicate that the District's capital expenditures will need to accelerate to keep pace with necessary renewal of the aging infrastructure some of which has already come to the end of its useful life. This includes over 114 miles of water mains and 73 miles of sewer mains, some of which will be approaching 100 years old at the end of the 20-year planning horizon.

In 2016, the City of Eureka received a Cease-and-Desist Order (CDO) regarding discharges to Humboldt Bay. At the time, the CDO required compliance with a "Blending Prohibition" by 2028 and full compliance with the State's *Enclosed Bays and Estuaries Policy* by 2032. The Waterboard has adopted a

National Pollutant Discharge Elimination System (NPDES) Permit that requires compliance with these prohibitions by 2028 and 2042 respectively while at the same time rescinding the CDO. Currently, the City's estimate for compliance with the "Blending Prohibition" is as much as \$20M which will require a District contribution of about \$7M. The projects to address the Blending Prohibition are currently scheduled by COE to occur during FYs 26/27, 27/28 and 28/29.

Additionally, the City will be required to completely comply with the Enclosed Bays and Estuaries Policy by 2042, which may require the construction of an ocean outfall or a complete rehabilitation of the treatment plant. Based on studies commissioned by the City, District staff has estimated that this effort could cost as much \$60M with an HCSD contribution on the order of \$20M. That value is included in the 6-to-10-year and 11-to-20-year projection as a loan repayment to spread the cost over as much time as possible. There is no current estimate by the City for the cost to fully comply with the Enclosed Bays and Estuaries Policy.

## WATER

The District's water distribution and storage system is complex, consisting of twenty-two (22) different pressure zones, ten (10) water storage tanks containing 5.0 million gallons (MG) of storage capacity, and twelve (12) water booster pumping stations. The District's water related capital expenditure plan is detailed in Table 3 and Table 4.

Water supply is furnished by three sources. Approximately one half of the District's consumption is purchased from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (who purchases it from HBMWD) through the Hubbard and Harris booster pump station; the final quarter is pumped from District owned wells located in the Humboldt Hill area that draw off of the Eureka Plain Groundwater Basin near the Elk River.

These three water sources supply the three major service areas of the District. Hubbard and Harris pump station (water purchased from the City of Eureka) supplies the northern area of Myrtle town, Mitchell Road, Freshwater and Pigeon Point (Freshwater/Mitchell Road Zone). Truesdale pump station (water purchased from HBMWD) supplies Cutten, Rosewood, a portion of Pine Hill, Ridgewood and Elk River (Ridgewood Zone). District well water supplies the southern area of Humboldt Hill, King Salmon, Fields Landing, College of the Redwoods and a portion of Pine Hill (Humboldt Hill Zone).

Using the District's current infrastructure, water can be moved from the Ridgewood zone to the Humboldt Hill Zone and to the Freshwater/Mitchell Road Zone. Water can also be moved from the Freshwater/Mitchell Road Zone to the Ridgewood Zone. Using current infrastructure, water cannot be moved from the Humboldt Hill Zone to the Ridgewood or Freshwater/Mitchell Road Zones. This could prove problematic during a regional emergency because all of the District's current wells are located in the Humboldt Hill Zone.

Interties also exist between the City of Eureka water system and the District for emergency purposes. In most places, the City of Eureka pressure grid is approximately 5 psi greater than the District pressure grid. There are areas where the District's delivered pressure is higher than the City's pressure at the District's boundary. Although these District service/supply interties exist, moving water from one service zone to another is complicated by undersized transmission mains and under capacity storage volume necessary to supply both zone demands concurrently.

## Systematic Steel Main Replacement

The systematic steel watermain replacement program was initiated in the early 1990s to replace approximately 15 miles of steel watermain most of which was installed in the 1950s. There are a total of 5 steel main replacement (SMR) projects remaining with a total length of less than a half a mile that are scheduled over the next several years. Two of these SMR projects are scheduled for the coming year. These projects are listed in Table 4, marked with an SMR for Steel Main Replacement.

## Water Tank Rehab

During FY 2017-18, the District performed an assessment of three water storage tanks; Walnut Drive 1MG, Ridgewood and Donna Drive. The inspections revealed that all three tanks required rehabilitation including recoating, structural rehabilitation and were in need of safety upgrades for fall protection, venting and cathodic protection. The Walnut Drive and Ridgewood tanks were the highest priority. The Walnut Drive 1MG tank rehabilitation was completed during FY 20/21, the Ridgewood Tank rehabilitation was completed during FY 21/22 and the Brier Lane Tank rehabilitation was completed in FY 22/23. Construction on the Donna Drive Tank rehabilitation will begin during FY 24/25 and be completed during the summer of 2025. Due to the age and condition of the remaining District water storage tanks, all of the District’s tanks will be evaluated and rehabilitation will be scheduled accordingly.

During the five-year term of this Capital Improvement Plan, the following water storage tanks are scheduled for rehabilitation; Donna Drive 0.5MG (2025), Walnut Drive 0.5MG (2026), the Cummings Road tank (2027) and the Dana Lane Tank (2028). The District will rehabilitate the remaining tanks within the ten-year planning horizon. The following table provides some detailed information regarding the District’s water storage facilities (Table 2).

Table 2: The tabulated data shows details regarding the District's water storage tanks.

Water Storage Tank Data					
Location/Name	Volume (MG)	Height (Feet)	Diameter (Feet)	Date Constructed	Date Refurbished
Blue Spruce	1	35	72	2002	--
Brier Lane	0.5	32	52	1982	2023
Cummings	0.12	24	30	1991	Planned 2027
Dana Lane	0.375	30	48	1992	Planned 2028
Donna Drive	0.5	24	61	1988	Planned 2025
Lentell	0.15	20	37	1992	--
Pigeon Point	0.17	24	35.5	1996	--
Ridgewood	0.5	52	40	1982	2021
Walnut Drive	1	40	67	1971	2020
Walnut Drive	0.5	34	50	1952	Planned 2026

## Pump Station Rehab/Upgrade

The District maintains twelve (12) water booster or pump stations. These include South Bay Well, Spruce Point Well, Blue Spruce Booster, Donna Drive Booster, Truesdale Pump Station, Ridgewood Pump Station, Hubbard Pump Station, Cummings Road Booster, Mitchell Road Booster, Lentell Booster, Kluck Booster, and Pigeon Point Booster. Some of these stations pump water out of the ground and up to a tank (South Bay Well and Spruce Point Well). Other stations move water from a low elevation up to a tank at a higher elevation and operate under level control (Blue Spruce Booster, Truesdale Pump Station, Ridgewood Pump Station, Cummings Road Booster, Mitchell Road Booster, Pigeon Point

Booster, and Hubbard Pump Station). The remaining stations pressurize water using hydropneumatics to deliver water with sufficient pressure to connections whose elevation cannot be reached by the nearest pressure zone (Donna Drive Booster, Lentell Booster, and Kluck Booster).

In 2023, a shelter was constructed at South Bay Well to protect the wellhead and pump motor. In 2024, a third pump was added to the Hubbard Pump Station and Ridgewood Booster Station to provide redundancy and supply resiliency. Over the next five years, Truesdale, the District's primary pumping station, will receive an updated Motor Control Cabinet (MCC) as well as replacement pumps. This project is necessary because installed equipment is past its useable life. The buildings that protect the Pigeon Point Booster Station and Donna Drive Booster Station will be rehabilitated in 2027. The MCC and aged pumps at the Hubbard Pump Station will be updated in 2028. Other projects will need to occur in the 6-to-20-year time frame but are not yet scheduled or budgeted.

Table 3: Capital improvements planned for Humboldt Community Services District water pumping and storage facilities.

WATER	Current FY 23-24	Scheduled FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
<b>WATER SYSTEM IMPROVEMENTS</b>									
<b>C=Contract</b>									
<b>PUMPING FACILITY UPGRADES</b>									
Donna Drive Hydro-tank	\$60,500								DOHS required
Ridgewood Water Booster Station	\$33,000								Third Pump Assembly
Water Sample Stations	\$21,000	\$35,000							Replace Ten Percent Stock Per Year
AMR Program	\$155,000	\$275,200	\$210,000	\$210,000	\$210,000	\$210,000	\$1,050,000	\$2,100,000	Engineering 22/23 Rehabilitation 23/24
SCADA Upgrade	\$120,562	\$110,000	\$110,000	\$110,000					Tank Rehab, demobilize, fence
Brier Lane 0.5 MG Tank	\$550,000	\$40,000							Upsize pump/ mod system
Ridgewood Tank	\$5,000	\$50,000							Engineering and Temp System 23/24 Rehab 24/25
Hubbard 3rd Pump	\$36,300	\$7,500							New pumps/Upgrade
Donna Drive 0.5 MG Tank	\$5,000	\$420,000	\$350,000	\$5,500	\$5,500	\$5,500	\$27,500	\$55,000	Annual PRV Rehab/Replacement
Hubboldt County ADA Access	\$25,000	\$40,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	Well Cleaning and New Submersible Pump
Truesdale WBS		\$40,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$50,000	Engineering 24/25 Rehabilitation 25/26 inspections 26/27
PRV Program		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$50,000	Rehab/roofing/siding
South Bay School Backflow Device		\$20,000							Siding, roofing and drainage
Spruce Point Well		\$75,000							Reestablish a well on District owned property
Walnut Drive 0.5 MG Tank		\$50,000	\$375,000	\$350,000	\$20,000				Replace failed well on District owned property
Cummings Road Tank		\$50,000	\$85,000	\$325,000	\$325,000	\$45,000			Booster Station and Well
Pigeon Point WBS			\$30,000	\$30,000					
Donna Drive WBS			\$75,000	\$75,000					
Dana Lane Tank			\$44,000	\$44,000	\$350,000	\$375,000	\$20,000		
Hubbard MCC and Pumps Update					\$125,000	\$1,250,000			
Princeton Well									
Meiers Well									
Water Resiliency at Little CA St.							\$1,500,000	\$625,000	
Rehabilitate Remaining Tanks							\$4,000,000	\$4,500,000	
<b>Water Pumping Facilities Totals</b>	\$1,011,362	\$1,136,200	\$1,150,500	\$1,244,500	\$1,190,500	\$1,930,500	\$6,682,500	\$7,530,000	\$21,878,062

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

Table 4: Capital improvements planned for Humboldt Community Services District water main replacements.

<b>WATER</b>		Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Comments
<b>CAPITAL IMPROVEMENTS - WATER</b>		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Years 6 to 10*	Years 11 to 20**	
<b>WATER MAIN REPLACEMENTS</b>										
<b>C=Contract</b>										
<b>SMR=STEEL MAIN REPLACEMENT</b>										
<b>ACMR=ASBESTOS CEMENT MAIN REPLACEMENT</b>										
	LF									
New Connections		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$150,000	Water main replacements
18th Street	SMR 450	\$107,508								\$500/LF except as noted
Stanford Court	SMR 100	\$29,700								
Temple Circle	SMR 130	\$50,635								
Walnut EQ Repair		\$15,000	\$500,000							
Crane Street	SMR 850		\$297,500							
Shady Lane	SMR 400		\$140,000							
Meadowood	SMR 400			\$200,000						
Vista Tie In Phase 1	C 700			\$100,000	\$150,000	\$100,000				
Mitchell Road	C 3400			\$368,333	\$1,105,000	\$736,666				
Vista Tie In Phase 2	C 700			\$100,000	\$100,000	\$250,000				
Beechwood Dr.	SMR 370			\$185,000						
Austin Court	SMR 260			\$130,000						
College Streets Upgrade	ACMR 3700					\$925,000	\$925,000			
AC Water Main Replacement Program	272694									
<b>Water Main Replacement Totals</b>		\$217,843	\$952,500	\$683,333	\$1,685,000	\$2,026,666	\$940,000	\$45,075,000	\$90,150,000	
								\$45,000,000	\$90,000,000	AC Mains @ \$500/LF
								\$45,075,000	\$90,150,000	\$141,730,342

\* column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\* column represents the cumulative expenses for the 10 years between year 11 and year 20

## SEWER

The District's sewage collection system is straightforward in concept. All sewage collection gravity flows or is pumped to the City of Eureka's Elk River Wastewater Treatment Facility for treatment. By agreement, the District owns 32.1% of the current plant capacity. Annually the District sends approximately \$1.9M to the City of Eureka for operation and maintenance of the regional facility. This represents nearly half of the total sewer related operating expenses budgeted for FY 24/25. In addition, the District contributes, on average, \$1.75M annually to sewer related CIPs to the City of Eureka. This represents over 40 percent of the District's total CIP budget for sewer related capital spending over the five year planning horizon.

The hilly terrain and historical piecemeal development within the District has resulted in a system that includes 28 sewer lift stations. For comparison, the McKinleyville Community Services District (MCSD) operates six lift stations, City of Arcata operates eight stations, and City of Fortuna operates five stations. The City of Eureka, which is adjacent to and with similar topography as the District, operates 26 stations. Under current operations, the District has no alternative but to upgrade and replace many of these stations to achieve reduced maintenance, emergency call-out and sewage overflow potential.

The District's sewer related capital expenditure plan is detailed in Table 5 and Table 6.

### Martin Slough Lift Station Reversals

In the early 1980's the concept of a regional sewage lift station serving both the City of Eureka and District customers in the Ridgewood, Pine Hill and City Golf Course area was explored. The stated objectives were threefold: 1) To eliminate approximately three major and three minor City and 13 minor District lift stations; 2) Reduce the large pumping and maintenance costs associated with pumping into cascading lift station systems, which pumps along an indirect route, completely around the City through the cross-town interceptor and 3) Provide for future development of approximately 5,000 new residential units in the non-sewered areas of Westgate and Ridgewood as well as expansion of the Cutten area.

Another stated benefit of this project is to redirect the City of Eureka's "O" Street sewage lift station to the new Martin Slough Interceptor, thereby freeing up capacity in the City's northeast (Myrtle town) sewage drainage area. Before the Martin Slough Interceptor project, the City's northeastern collection system, was at capacity.

Over the years, the project morphed into the Martin Slough Interceptor project for which construction was completed in 2015. By 2007, the concept project had been modified to the point that only ten of the District's lift stations had the potential to be "turned" or "reversed"; Artino, Sea Avenue, Pine Hill, Hidden Meadows, Alder, F Street, Hartman, D Street, Spruce, Campton, and the metering station at Hemlock. Of these ten, Campton has been "turned" and converted to a metering station, Sea Avenue is in the process of being "turned" and is expected to be completed during the summer of 2024, the Hemlock metering station will be eliminated with the Hemlock rerouting project that is scheduled to be completed 2028, Hartman Ln "reversal" is scheduled to be completed in 2026, and F Street is scheduled to be "reversed" in 2027.

The remaining six lift stations (Artino, Pine Hill, Hidden Meadows, Alder, D Street and Spruce) are not currently scheduled to be "turned." Some of these lift stations are currently listed in the ten-year projections. They will be prioritized and scheduled as it becomes cost effective to consider performing the necessary work to "turn" these stations. Most of these stations serve very small sewer sheds and the cost of performing the work necessary to "turn" them currently outweighs the resulting benefit. As



development occurs within those sewer sheds, the economics associated with “tuning” these lift stations becomes more favorable.

In the case of Pine Hill, the Martin Slough Interceptor project was modified at some point between planning and execution so that the Pine Hill lift station cannot flow to the Martin Slough Interceptor. Turning the Pine Hill lift station will require major upgrades to the City of Eureka’s Pound Road lift station. Additionally, the developable land in Westgate and Ridgewood have limited access to the Martin Slough Interceptor as it was constructed and will require extensive infrastructure to accommodate development in those areas.

## Lift Station Rehab

The District currently maintains 28 lift stations; Hoover, Alder, Spruce, Foxwood, S. Broadway, Sequoia, Christine, Sea Avenue, Pine Hill, Bailey, Wellington, Beechwood, Moore Ln, Maple Ln, Perch, Buhne, King Salmon, Fields Landing, Blackberry, Hartman, Roth Ct, Artino, Hidden Meadows, Cedar Ridge, Liberty Bell, Edgewood, F Street, and D Street.

The anticipated life of a lift station is between 15 and 20 years. Given that there are nearly 30 lift stations, the District is continually performing rehabilitation activities on these assets. In fact, to keep pace with degradation, the District needs to rehab the equivalent of two lift stations per year. This is in the form of pump upgrades, replacement panel enclosures, rail replacements, lid replacements, and grouting/concrete. Rarely does the District undertake a complete lift station rehabilitation because the ongoing maintenance of the lift stations allows staff to spread the effort and expense across many years and avoid shutting down and re-routing an entire station to accommodate a rehabilitation project.

During the coming five-year period, the District will be performing rehabilitation work on 11 of the 28 lift stations. The lift stations being addressed during the current five-year CIP are Bailey, Artino, Allard, Pine Hill, Christine, Fields Landing, Hoover, Beechwood, Foxwood, King Salmon, and Wellington. Additionally, a new lift station is proposed for the intersection of Mike Lane and Park Street and planned for FY 28/29. The District experiences emergency conditions at this location whenever there is excessive precipitation. A new lift station at this location would significantly reduce the probability of sewer overflow.

## Trouble Spots (Enhanced Cleaning Locations)

A “Trouble Spot” or “Enhanced Cleaning Location” is a location within the District’s sewer collection system that has given the maintenance staff “trouble” and is in need of periodic attention. The District has a sewer maintenance program to deal with trouble spots in the collection system. When a problem is reported or detected, maintenance staff will investigate the issue to determine the root cause. If the cause of the problem is determined to be the District’s infrastructure, (root intrusion, infrastructure degradation, sagging, damage, design issues, etc.) a project will be initiated and the area will be identified as a trouble spot. Once an area is identified as a trouble spot, that section, area or location is put on a list (work order) to be repaired and prioritized along with other District projects.

During the time between when a trouble spot is identified and when a permanent solution can be implemented, the maintenance staff will make periodic inspections and take temporary corrective action (sewer line cleaning, de-rooting, etc.) as needed. There are currently over 125 work orders for sewer main and lateral line repairs and over 35 for manhole and cleanout repairs that have resulted from the enhanced cleaning/trouble spot program. All 160 of these locations are trouble spots or enhanced cleaning locations that District staff must monitor and maintain until such time that a permanent solution can be implemented.

Trouble spots that are large enough to be considered capital improvements that will be repaired during the next five years include Dr. Office Lane (un-named road at 2826 Harris) (2025), Noe Street (2026), Mesa/Bell Terrace (2028), London Drive at Burns (2026), Ridgewood Drive at Ridgewood Elementary (2027), Summit Ridge to David (2027), Worthington (2028) and Quaker to Mike reroute (2029). There is money included in the ten-year plan for additional trouble spot repairs but those future projects cannot be scheduled at this time because trouble spots develop over time as the system deteriorates.

## Systematic Sewer Line Replacement

As the infrastructure ages, the District must consider replacement. The systematic sewer line replacement program takes into account the age of the assets, the history of problems and repairs, critical loading to the asset, the material that the asset was constructed from, and the design life of the asset. As feasible, the District will schedule sewer line replacements for the most vulnerable assets. The most vulnerable of the District's in ground sewer assets are asbestos cement and clay pipes. Over 50 miles of the existing sewer system was constructed in the 1960s and 70s from asbestos cement composite pipe. This material does not hold up well to the sulfur compounds that off-gas from wastewater and must be replaced to reduce Inflow and Infiltration, and to avoid catastrophic failure.

The District is planning to implement an infrastructure renewal program to address these high priority, aged and vulnerable assets. The program is scheduled for the 6-to-20-year timeframe with anticipating annual spending of \$3.5M. This accelerated schedule is necessary because all of this infrastructure is currently beyond its useable life and must be replaced.

## Outside Agency Obligations

The District is affected by several outside agencies including the City of Eureka, County of Humboldt and the State of California. These agencies impose programs or regulations that require District response. In the case of the County of Humboldt, the District's Pine Hill Bridge HDD project that was completed in FY 20/21 is an example of an outside agency obligation. The County determined that Pine Hill Bridge needed to be replaced. The District owns a watermain that serves as an interconnect between Humboldt Hill and Pine Hill. The District's watermain was attached to Pine Hill Bridge. The District's watermain would be out of service for the duration of the construction project to replace Pine Hill Bridge. This would isolate Humboldt Hill, King Salmon, Fields Landing, and College of the Redwoods from the rest of the District. These communities would be reliant only on the District's ability to provide well water. If there were a problem with the District's wells, the District would have no way to provide water to these communities.

A second example of a County imposed Capital Improvement is the County's Americans with Disabilities Act (ADA) access project(s). The County is working to improve ADA access at intersections and other areas with high foot traffic by incorporating access ramps, bulb out aprons and high visibility, high traction surfaces as well as other improvements. Through the course of this work, the County will disturb many valve cans, meter boxes and other District assets. When these assets are affected by the County's project, the District supplies the materials and labor to ensure that the components are replaced to the District's standards. During FY 21-22 the County surprised the District with a pavement upgrade project on Humboldt Hill. This project resulted in about \$45,000 in District labor and materials, over several months, to raise the valve cans and sewer maintenance access points.

## City of Eureka CIP

The District's wastewater flows through several metered locations to the City of Eureka (COE, City), through some of their infrastructure and to the Greater Eureka Area Wastewater Treatment Plant (GEAWTP). The contract with the City for wastewater treatment specifies that a portion of the City's

capital improvements are the responsibility of the District. This includes 32.1 percent of capital improvements to the GEAWTP as well as specific pumping stations and trunk lines or interceptors. Additionally, the District is contractually obligated to pay for three percent of operation and maintenance to all of the City's wastewater collections and treatment infrastructure not covered by the afore-mentioned 32.1 percent. A line item is included in the District's Capital Improvement Plan to cover the anticipated expenses associated with the City's capital improvements.

### Greater Eureka Area Wastewater Treatment Plant (GEAWTP)

In 2016, the City of Eureka received a Cease-and-Desist Order (CDO) regarding discharges to Humboldt Bay. At the time, the CDO required compliance with a "Blending Prohibition" by 2028 and full compliance with the State's Enclosed Bays and Estuaries Policy by 2032. The Waterboard has adopted a National Pollutant Discharge Elimination System (NPDES) Permit that requires compliance with these prohibitions by 2028 and 2042 respectively while at the same time rescinding the CDO. Currently, the City's estimate for compliance with the "Blending Prohibition" is \$20M which will require a District contribution of about \$7M.

Additionally, the City will be required to completely comply with the Enclosed Bays and Estuaries Policy by 2042, which may require the construction of an ocean outfall or a complete rehabilitation of the treatment plant. Based on studies commissioned by the City, District staff has estimated that this effort could cost as much \$60M with an HCSD contribution on the order of \$20M. That value is included in the 6-to-10-year and 11-to-20-year projection as a loan repayment to spread the cost over as much time as possible. There is no current estimate by the City for the cost to fully comply with the Enclosed Bays and Estuaries Policy.

The requirements being imposed by the NCRWQCB through the recently adopted NPDES permit include full secondary treatment (blending prohibition), including de-chlorination to all discharge flows to Humboldt Bay, as well as compliance with the applicable water quality objectives for ammonia (full Enclosed Bays and Estuaries Policy Compliance). In short, what this means is that the GEAWTP does not currently have sufficient capacity to treat all of the wastewater that is sent there nor does that facility have the ability to sufficiently remove ammonia from the waste stream. Additionally, the Waterboard may determine that the City cannot continue to discharge to Humboldt Bay at all by 2042.

Although detailed reports have not yet been furnished by the City that document the plans to come into compliance with the NCRWQCBs blending prohibition orders; the estimate at this time is that wastewater treatment plant upgrades will total \$20M by 2028. The Wastewater Treatment Agreement with the City specifies that 32.1 percent of capital improvements to the COE-WTF are the responsibility of the District. There is a budget included with the HCSD CIP Contribution to COE line item to cover the requisite upgrades to the GEAWTP.

The anticipated cost of full compliance with the Enclosed Bays and Estuaries Policy has not yet been addressed by the City. Compliance with this requirement as detailed in the current Draft NPDES Permit could result in very expensive upgrades to the City's treatment facility and the District will be required to contribute to the cost of those upgrades. Based on the current agreement, that contribution will be 32.1% of the cost. District staff has estimated that this will cost the District about \$20M and a line item has been included with a 15 year loan to cover those expenses within the 20 year planning horizon.

Table 5: Capital improvements planned for Humboldt Community Services District sewer facilities.

SEWER	Current FY 23-24	Scheduled FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
<b>SEWER FACILITIES</b>									
V=Vendor									
C=Contract									
M=Martin Slough Reversal									
Roth Court SLS									
Sea Avenue SLS	\$77,000	\$24,000							
Allard Access Vault	\$22,000	\$20,000							
Foxwood SLS		\$45,000							
Christine SLS		\$75,000							
Fields Landing SLS		\$100,000							
Hoover SLS Upgrade		\$100,000							
Airtino SLS		\$30,000	\$82,500						
King Salmon SLS		\$15,000	\$82,500						
Hoover SLS Flood Hardening		\$250,000	\$380,000	\$445,000	\$495,000				
Bailey SLS			\$110,000						
Beechwood SLS Panel			\$55,000						
Pine Hill SLS Generator			\$102,500	\$16,500					
SCADA Upgrade	\$82,438	\$110,000	\$110,000	\$110,000	\$110,000	\$10,000	\$50,000	\$100,000	
Sewer Pump Rehabilitation		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$100,000	
Wellington SLS				\$55,000					
Mike Lane SLS				\$100,000	\$600,000				
Pine Hill SLS Rehab							\$220,000		
Projected COE-EBEP							\$6,666,667	\$13,333,333	
CIP Contribution to COE	\$1,336,000	\$698,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$8,750,000	\$17,500,000	
<b>Sewage Facilities</b>	\$1,517,438	\$1,467,000	\$2,682,500	\$2,441,500	\$2,465,000	\$2,360,000	\$15,686,667	\$30,933,333	

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

Table 6: Capital improvements planned for Humboldt Community Services District sewer mains.

SEWER MAINS	Current FY 23-24	Scheduled FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
<b>MAIN EXTENSION &amp; REPLACEMENTS</b>									
C=Contract									
M=Martin Slough Reversal									
V=Vendor									
New Connections	\$4,000	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500			Per Engineer's Estimate
Dr. Office Lane C 370	\$17,000	\$222,000							Grant Funded
Walnut EQ Repair C	\$15,000	\$350,000	\$150,000						\$1000/LF per Engineer's Estimate
South Broadway FM C 11700	\$15,000	\$110,000	\$820,000	\$2,340,000	\$7,020,000				Per footage and manhole count
Hemlock M,C 4500		\$80,000	\$330,000	\$330,000					Engineering 24/5 Reversal 25/26
Hartman Lane M,C 900		\$120,000	\$550,000						\$440/LF
Noe Street C		\$75,000	\$200,000						\$440/LF
Walnut Drive Trouble Spot C 525		\$300,000							\$440/LF
Walnut Drive Laterals C		\$65,000							Engineering and \$440/LF
London Drive at Burns C 220			\$120,000						\$440/LF
F Street M,C 900			\$45,000	\$450,000					Engineering 25/26 Reversal 26/27
Ridgewood Drive C 200			\$88,000						Engineering and \$400/LF
Summit Ridge to David C 265			\$116,600	\$116,600					\$440/LF
Spruce SLS M,C 1215			\$55,000	\$534,600					Engineering 25/26 Reversal 26/27
Mesa /Bell Terrace/B-Loma C 700			\$65,000	\$308,000					Engineering and \$400/LF
Worthington St. 125				\$55,000					\$440/LF
Quaker Park Mike C 1000				\$400,000					\$440/LF
Humboldt Hill Sewer Sys				\$550,000					\$440/LF
Fields Landing FM					\$2,750,000				\$440/LF
Martin Slough Reversals M					\$3,146,000				\$440/LF
Trouble Spots					\$1,650,000				\$440/LF
Gravity Main Replacement	265,000				\$1,650,000				\$200/LF District Wide AC and Clay
Forcemain Replacement	12883				\$15,000,000				\$400/LF District Wide Aging Force mains
<b>Sewer Main</b>	\$51,000	\$1,327,500	\$1,400,500	\$1,460,100	\$2,053,100	\$3,295,500	\$33,105,506	\$55,529,013	

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

## ROLLING STOCK

Rolling Stock includes all vehicles and construction equipment that the District owns. Some of the vehicles are used to transport personnel and equipment, others are used to transport materials to or from construction sites. Equipment includes tractors, trailers, truck mounted sewer cleaning and camera equipment, specialty underground boring equipment, and specialty large scale plumbing equipment. Rolling Stock covers any equipment that the District uses that is on tracks or wheels.

The District's current policies include replacement schedules for Rolling Stock based upon mileage, age, hours of operation, and repair history. If any of these criteria are exceeded, a piece of equipment becomes eligible for replacement. The District Management uses discretion to determine which equipment will be recommended for replacement based on the critical nature of the equipment, the expected longevity, redundant assets, and other contributing circumstances. Some equipment replacement is unavoidable while others are less necessary.

Details regarding the capital expenditures associated with the District's rolling stock can be found in Table 7.

### Light Duty

During the next five years, the District will be replacing two 2012 Ford construction trucks. These two vehicles are scheduled for replacement due to age, reliability and repair cost. This will be challenging because these vehicles technically fall into the State of California's new requirements for vehicle electrification but there are no commercially available vehicles that can serve the duties that these vehicles serve. District staff is working with the State and vendors to identify a workable solution.

### Heavy Duty Equipment

During the next five years, the District does not have plans to replace any of the heavy equipment fleet.

### Specialty Equipment

District staff intends to purchase some specialty equipment this fiscal year. This includes a riding mower that will significantly reduce the labor required to maintain the District's pumping stations, lift stations and tank sites. District staff will be purchasing a replacement radio repeater for the truck radio system. The existing equipment is over 30 years old and has failed. The District's sewer push camera and hydrostatic pressure pump need to be replaced due to age and repair history. The push camera is used to inspect underground sewer facilities that are too small to accommodate the van mounted CCTV system. The hydrostatic pressure pump is used to pressure test new water lines before that are put into service.

Table 7: Capital improvements planned for Humboldt Community Services District rolling stock.

REVENUE FUNDED		Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL PROGRAM PROJECTIONS		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Years 6 to 10*	Years 11 to 20**	
VEHICLES / EQUIPMENT										
		C=Contract								
		V=Vendor								
		Mileage								
		Hours								
<b>Light Duty Service Vehicles</b>										
4	2010 Ford F450 w/crane	109,707	\$167,707							Replacement/AQMD
3	2012 Ford 4x4	102,764	\$85,000							Age/Repair History
2	2012 Ford 4x4	111,248		\$85,000						Age/Repair History
<b>Heavy Duty Equipment</b>										
10	2010 Peterbilt 7 CY Dump Truck	57,829	\$171,715							Replacement/AQMD
<b>Specialty Equipment</b>										
17	2001 Sewer Camera Van	24,364	\$444,354							Age/Repair History
	Riding Mower									Labor Efficiency
	Truck Radio Repeater		\$10,000							Failed Replace
	Sewer Push Camera		\$12,000							Age/Repair History
	Hydrostatic Pressure Pump		\$17,500							Age/Repair History
	Fleet Replacement Program		\$5,000							Age/Repair History
		Vehicles & Equipment	\$783,776	\$129,500	\$85,000	\$0	\$0	\$2,000,000	\$4,000,000	\$6,998,276

\*column represents the cumulative expenses for the 5 years between year 6 and year 10  
 \*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

## OFFICE AND CORPORATION YARD IMPROVEMENTS

The District office and corporation yard are critical to the daily operation of the District's systems, assets, and services. This facility serves as a meeting place for personnel, work space for administration, customer service and engineering staff, a location to hold Board of Directors meetings as well as facilities for equipment and vehicle storage, maintenance and repair. As with the rest of the District's assets, the office and corporation yard requires capital improvement planning to keep the facilities useful, safe and up to date. During the current five-year planning period, the District will be completing repairs to the office building exterior, replacing the roof on the breakroom building, rehabilitating the small truck storage facility replacing the cover over the drying bed, repairing pavement in the corporation yard and the parking lot and planning the corporation yard expansion that will be necessary as growth occurs in the District.

The District's office and corporation yard related capital expenditure plan is detailed in Table 8.



Table 8: Capital improvements planned for Humboldt Community Services District's office and corporation yard.

REVENUE FUNDED		Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL PROGRAM PROJECTIONS		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Years 6 to 10*	Years 11 to 20**	
<b>BUILDING, YARD &amp; PAVING IMPROVEMENTS</b>										
	Office ADA	\$17,500	\$35,000	\$25,000						
	Vehicle Storage Upgrades		\$20,000							20% of building remodel cost
	Yard Paving Repairs		\$40,000							VacCon Storage
	Breakroom Roof	C	\$45,000							Pavement Repairs in Corp Yard
	Office Building Exterior phase 2	C	\$125,000							Roof Replacement/Age
	Small Truck Garage	C	\$125,000							Upstairs Siding and Windows
	Drying Bed Cover		\$5,000							Rehabilitation
	Seal Coat Parking Lot	C		\$30,000			\$110,000	\$250,000		Replacement
	Yard Expansion	C								Front parking lot
	Office and Yard Facility Upgrades								\$500,000	
	<b>Building and Yard</b>	<b>\$22,500</b>	<b>\$395,000</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$250,000</b>	<b>\$500,000</b>	

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

## GRANT PROGRAM

In FY 21/22, the District initiated a grant writing program to identify and procure assistance funding to help offset accelerating capital improvement costs. During FY 21/22 we focused efforts on FEMA's Hazard Mitigation Grant Program (HMGP). This program is coupled to the County's Hazard Mitigation Planning efforts that the District participates in. Projects identified in the District's Hazard Mitigation Plan are eligible for federal funding assistance through the HMGP.

The District has applied for over \$10M in grant funding and continues to identify and pursue grant opportunities. The current applications include a critical power project that will include standby generators at the Pine Hill, Bailey, and Artino SLS. Grants that have been awarded include a 2.2-mile forcemain replacement project connecting the South Broadway SLS to the GEAWTP, an earthquake repair project for infrastructure within Walnut Drive and a flood hardening project at the Hoover SLS. Funds from these grants will directly offset the cost of the associated projects allowing the District to apply CIP money to other critical projects in future years. The grant writing program will continue into the future.

## EXTENDED PROJECTIONS

Historically, the Capital Improvement Plan is a five-year projection and schedule for capital projects and expenditures. This format captures some very important information about the near future of the District and helps to plan, prioritize and schedule projects that will impact the District's budget and workforce. What is missing from the CIP is a longer view of infrastructure needs based on the state of the system. The five-year CIP only addresses those projects that are immediately necessary and does not enable the District to plan and save for the much larger looming needs associated with aging infrastructure renewal.

This document incorporates ten and twenty-year projections that capture known long-term improvements that the District will need to undertake in the foreseeable planning horizon. Placing these items in print will enable staff to strategize and plan for the anticipated improvements that will be necessary in the future to keep District operations on track and sustainable.

Extended projections are included in all of the tables detailing capital expenditures planning (Table 3 through Table 8)

### Ten Year

The ten-year planning horizon includes some large expenditures that the District needs to be planning for. These include upgrading the GEAWTP, Martin Slough reversals, force main replacements, gravity sewer replacements, water distribution systematic replacement, water storage tank rehabilitation, and ongoing fleet replacement. These ten-year totals are not all inclusive, and are intended for budgetary planning purposes only. Over the ten-year horizon, the District will be facing \$140M in capital expenses. These projects and expenses are critical to the continued operation of the District and represent an accelerated level of spending as compared to the District's historic budgeting for capital improvements. The current capital expenditures over the next five years average \$6.9M annually. To meet the projected \$140M of expenditures at the ten-year horizon, the District will need to accelerate annual spending to \$14M annually.

## Twenty Year

Similar to the ten-year projections, the twenty-year projections indicate anticipated expenditures for the twenty-year planning horizon. Again, these expenditures are not all inclusive, they do represent anticipated expenditures that the District needs to plan for. Included on the twenty-year horizon are additional systematic main replacements (water and sewer), storage tank rehabilitation, source water development for resiliency, office/corporation yard improvements and expansion, as well as ongoing fleet replacement. Once again, these projection estimates are not all inclusive but represent those expenditures that can be anticipated that are not being addressed in the five-year CIPs.

The financial impact at the 20-year planning horizon is an additional \$180M. What this means is the District should be planning for annual expenditures on the order of \$18M annually between years 11 and 20.

## Fifty Year

While it is impossible to accurately predict what will happen on the fifty-year planning horizon, the design life of most water and sewer infrastructure is fifty years. What this means is that a project that is constructed today will predictably be at its end of life in fifty years. Likewise, a project that was constructed in 1974 is currently at its end of life. The majority of the District's underground infrastructure was constructed well over fifty years ago and, therefore is already due for replacement.

Over the 20-year planning horizon, District staff have developed a plan to rehabilitate or replace the most vulnerable of this underground infrastructure. The total projected cost of combined underground infrastructure (water and sewer) rehabilitation and replacement over the next 20-years is \$145M. This suggests an annualized cost of \$7.3M over the 20-year planning horizon. This is based on the cost projections for only the most vulnerable assets that have suffered the effects of deferred maintenance.

The District owns and maintains a combined 190-miles of underground mains (water and sewer). The current cost per foot of construction used for budgetary purposes is \$440/linear-foot of pipe (for reference, the current engineering estimate of probable construction cost for the South Broadway Forcemain project is \$1,400/linear-foot and the engineer's estimated cost for the Walnut Earthquake Repair is over \$900/linear-foot). If the District were to create a plan to replace all underground infrastructure over a fifty-year schedule, using \$440/linear-foot, the resulting annual cost would also be \$8.8M. This is the same value as what is projected for the critically neglected infrastructure. What this says is that the District can anticipate CIP spending to continue at the rate projected for the 20-year planning horizon into perpetuity.

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# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 25, 2024

**AGENDA ITEM:** H.3

**TITLE:** **Res. 2024-07 Establishing a Budget and Updated Master Rate and Charge Schedule for Fiscal Year 2024/25**

**PRESENTED BY:** Michael Montag, Finance Manager/District Treasurer

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**Recommendation:** Staff recommends the Board of Directors:

1. Review and discuss proposed Fiscal Year 2024/2025 Budget and updates to Master Charge schedule
2. Adopt Resolution 2024-07 Establishing a Budget and Updated Master Rate and Charge Schedule for Fiscal Year 2024/25

### **Summary:**

Attached for the Board's review and consideration is the draft of the FY 2024/25 District Budget that was presented to the Board at the June 11, 2024 meeting. and the updated Master Rate and Charge Schedule. Notable highlights are listed below.

### **Highlights of significance within the proposed FY 2024/25 Budget:**

**Water Rate Revenue:** Water rate revenue for 2024/25 is budgeted with an 8% increase in rates. This amount is less than the 13% increase that was recommended in the Rate Study that was completed in 2023. This smaller increase compared to the rate study is possible due to less funds being used for CIP Expenditures in Fiscal Year 2023 and 2024 compared to the projections used in the development of the Rate Study. This smaller rate increase results in about \$285,000 less revenue from water rate for 2024/25 as compared with the rate study.

**Sewer Rate Revenue:** Sewer rate revenue for 2024/25 is budgeted with an 8% increase in rates. This amount is less than the 14% increase that was recommended in the Rate Study that was completed in 2023. This smaller increase compared to the rate study is possible due to less funds being used for CIP Expenditures in Fiscal Year 2023 and 2024 compared to the projections used in the development of the Rate Study. This smaller rate increase results in about \$465,000 less revenue from sewer rates for 2024/25 as compared with the rate study.

Significant effort by District staff to reduce the immediate impact of CIP expenditures on the District's rates through grant writing and re-prioritization of projects is the primary mechanism allowing for the reduced rate increase as compared to the Rate Study this year.

**Wage and Benefit expenses:** District wages are projected to increase compared to 2023/24 actual wage expenses. This is due to the expectation of full permanent staffing levels. The District had several unfilled positions in prior years that required significant use of temporary labor. The permanent positions have been filled and so employee wage, benefit, and insurance expenses are projected to increase by a corresponding amount, as compared with the actual wage expenses from Fiscal Year 2024. This budget draft also incorporates the anticipated 7% wage increase as negotiated by the Employee Association.

**Water purchase HBMWD and City of Eureka:** Water purchase costs have been set according to the charges from the most recent years with an increase applied based on information from HBMWD and District staff projections made for the City of Eureka.

**Sewage Treatment Operations and Maintenance:** Sewage treatment Operations and Maintenance is comprised of charges billed to the district from the City of Eureka Wastewater Treatment Plant. Budgeted amount is based on charges from most recent year with an increase applied based on projections for expected rising costs made by District staff.

**Temporary Labor:** With the expected hiring of permanent staff, temporary labor expenses are projected to be reduced as compared with Fiscal Year 2024.

**Electrical Power and Street Lighting:** Fiscal Year 2024 electrical costs were less than expected due to the expected rate increase occurring later in the year than originally anticipated. Fiscal Year 2025 Budget amount is set with the full rate increases that are now in effect.

**State/County & LAFCo Charges:** Fiscal Year 2024 budget amount did not include increases in fee from State Water Resources Control Board or County charges. These items are now included in the budget for Fiscal Year 2025.

**Long Term Debt:** The Safe Drinking Water Bond had its final payment in Fiscal Year 2024; no further payments will occur for this loan. Debt service for other existing District loans are proceeding as expected.

**Capital Expenditures:** Capital expenditures listed on the draft budget correspond to the Capital Expenditures Table presented by the General Manager at the May 28, 2024 meeting and the CIP report being presented at the June 25 meeting. Several items are contributing to the reduction in CIP costs which is enabling the reduced rate increase as compared to the rate study recommendations. The primary vehicle reducing CIP costs to the District is the success of the grant writing program that was initiated in 2021. Additionally, District staff have been working to identify areas where CIP project schedules can be adjusted to spread the costs over more years thereby reducing the near-term impact. Finally, the District’s contribution to the City’s wastewater plant overhaul for Enclosed Bays and Estuaries compliance has been pushed out by ten years by the State Water Resources Control Board in the City’s new NPDES permit. This means that project will be impacting the District’s budget much later than anticipated freeing up funds for other CIP projects and enabling a lower rate increase than projected by the Rate Study.

**Working Capital Reserve Summaries:**

The 2023 Rate Study provides a minimum reserve recommendation of 60 days Operating Expenses, 5% of Net asset values related to Capital Rehabilitation and Replacement, and one year of debt service. The rate study also provides a maximum recommended reserve of 180 days of operating expenses, 1 year of debt service, \$2,000,000 for Water Capital Replacement reserves, and \$8,000,000 for Sewer Capital Replacement Reserves.

The following chart compares the reserve balances according to these formulas against the projected reserves under the current proposed budget. Under this projection, the total reserve funds fall between the minimum and maximum amounts recommended in the rate study. Such reserves are necessary to accommodate the expected capital expenditures in Fiscal Year 2026 and beyond.

	Recommended reserves		Projected reserves	
	Rate Study reserve Min amount for end of FY 2025	Rate Study reserve Max amount for end of FY 2025	Projected reserves as of 6/30/2024	Projected reserves as of 6/30/2025
Water Fund	\$1,561,000	\$4,506,000	\$5,597,098	\$4,623,638
Sewer Fund	\$1,979,600	\$10,408,700	\$7,025,465	\$7,574,319
General Fund	\$25,000	\$50,000	\$1,842,792	\$2,187,792
<b>Total</b>	<b>\$3,565,600</b>	<b>\$14,964,700</b>	<b>\$14,465,355</b>	<b>\$14,385,749</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025**  
**FOR ENTIRE DISTRICT**

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
<b>OPERATING REVENUE</b>						
Metered Water Sales	5,194,810	5,876,000	5,700,000	6,115,000	4.07%	7.28%
Sewer Service Charges	6,778,299	8,057,944	7,750,000	8,315,000	3.19%	7.29%
Water & Sewer Construction Charges	40,050	47,000	61,000	66,000	40.43%	8.20%
Account Charges	80,604	35,000	75,000	75,000	114.29%	0.00%
Inspection Charges	150	-	765	700	0.00%	-8.44%
Reimbursable Maintenance Charges	-	1,000	1,300	1,600	60.00%	23.08%
Miscellaneous	1,843	2,000	2,000	2,000	0.00%	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>12,095,756</b>	<b>14,018,944</b>	<b>13,590,065</b>	<b>14,575,300</b>	<b>3.97%</b>	<b>7.25%</b>
<b>NON-OPERATING REVENUE</b>						
Capital Connection/Capacity Charges	106,100	384,000	275,000	285,000	-25.78%	3.64%
Interest/General	65,185	30,000	50,000	80,000	166.67%	60.00%
Discounts Earned	1,685	2,000	1,750	1,750	-12.50%	0.00%
Sales:Fixed Assets/Scrap Metal	43	15,700	2,000	2,000	-87.26%	0.00%
Bad Debt Recovery	1,021	2,000	650	3,000	50.00%	361.54%
Property Taxes & Assessments	452,954	430,000	430,000	450,000	4.65%	4.65%
Insurance Rebate	-	-	-	-	0.00%	0.00%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>626,988</b>	<b>863,700</b>	<b>759,400</b>	<b>821,750</b>	<b>-4.86%</b>	<b>8.21%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,722,744</b>	<b>14,882,644</b>	<b>14,349,465</b>	<b>15,397,050</b>	<b>3.46%</b>	<b>7.30%</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	1,514,469	1,955,000	1,720,000	1,950,000	-0.26%	13.37%
Benefits: PERS	493,237	515,000	505,000	550,000	6.80%	8.91%
Group Ins	1,006,210	1,250,000	1,020,000	1,265,000	1.20%	24.02%
Workers Comp Ins	25,700	27,000	26,500	31,000	14.81%	16.98%
FICA/Medicare	117,359	150,000	133,000	141,000	-6.00%	6.02%
Misc Benefits	600	500	620	640	28.00%	3.23%
<b>Total Wages and Benefits</b>	<b>3,157,576</b>	<b>3,897,500</b>	<b>3,405,120</b>	<b>3,937,640</b>	<b>1.03%</b>	<b>15.64%</b>
Less: wages & ben charged to Capital Proj.	(277,079)	(300,000)	(215,000)	(300,000)	0.00%	39.53%
<b>Total Operating Wages and benefits</b>	<b>2,880,497</b>	<b>3,597,500</b>	<b>3,190,120</b>	<b>3,637,640</b>	<b>1.12%</b>	<b>14.03%</b>
Water Purchase HBMWD	1,056,338	1,108,192	1,150,000	1,175,000	6.03%	2.17%
Water Purchase Eureka	799,845	880,000	780,000	850,000	-3.41%	8.97%
Sewage Treatment Operations & Maint.	1,616,796	1,758,385	1,758,385	1,900,000	8.05%	8.05%
Water/Sewer Analysis	11,167	15,000	7,500	10,000	-33.33%	33.33%
Supplies/ Construction	175,599	154,000	148,000	160,000	3.90%	8.11%
Supplies/ Office-Administration	13,584	15,000	12,000	15,000	0.00%	25.00%
Supplies/ Engineering	740	2,500	800	1,500	-40.00%	87.50%
Supplies/ Maintenance	85,246	100,000	164,000	110,000	10.00%	-32.93%
Invoicing	54,485	57,000	60,000	60,000	5.26%	0.00%
Temporary Labor	147,250	64,800	80,000	44,500	-31.33%	-44.38%
Repairs & Maintenance/Trucks	49,105	60,500	62,000	63,000	4.13%	1.61%
Equipment Rental	442	5,000	300	2,000	-60.00%	566.67%
Building & Grounds Maintenance	30,094	30,000	32,000	30,000	0.00%	-6.25%
Electrical Power	353,985	498,150	415,000	500,000	0.37%	20.48%
Street Lights	76,328	100,000	80,000	105,000	5.00%	31.25%
Telephone	13,773	14,000	15,200	16,000	14.29%	5.26%
Postage	2,883	3,000	750	850	-71.67%	13.33%
Freight	5,738	500	775	1,000	100.00%	29.03%
Chemicals	9,502	10,000	10,000	12,000	20.00%	20.00%
Liability Insurance	80,273	85,000	100,000	100,500	18.24%	0.50%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025**  
**FOR ENTIRE DISTRICT**

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Legal	37,938	70,000	10,000	70,000	0.00%	600.00%
Accounting	19,253	15,000	15,000	15,000	0.00%	0.00%
Engineering	570	1,000	-	1,000	0.00%	0.00%
Other Professional Services	10,441	120,000	19,000	93,000	-22.50%	389.47%
Bank Service Charges	12,453	20,000	10,000	15,000	-25.00%	50.00%
Transportation	70,333	78,555	71,000	75,000	-4.53%	5.63%
Office Equip. Maintenance	3,283	5,000	3,800	4,300	-14.00%	13.16%
Computer Software Maintenance	35,130	45,000	38,000	39,500	-12.22%	3.95%
Memberships & Subscriptions	21,097	22,500	24,000	31,000	37.78%	29.17%
Bad Debts & Minimum Balance Writeoff	100	50,000	26,000	32,000	-36.00%	23.08%
Conference & Continuing Ed	13,049	34,500	5,500	28,000	-18.84%	409.09%
Certifications	2,640	3,500	1,400	5,500	57.14%	292.86%
State/County & LAFCO Charges	56,348	40,000	56,400	57,500	43.75%	1.95%
Hydraulic Water Model Maintenance	1,802	2,000	2,000	2,000	0.00%	0.00%
Elections Expense	6,210	-	-	20,000	0.00%	0.00%
Human Resources	7,721	25,000	28,500	25,500	2.00%	-10.53%
Miscellaneous	7,540	12,000	10,000	10,000	-16.67%	0.00%
Director's Charges	12,450	16,000	12,000	16,000	0.00%	33.33%
<b>TOTAL OPERATING EXPENSES</b>	<b>7,782,029</b>	<b>9,118,582</b>	<b>8,399,430</b>	<b>9,334,290</b>	<b>2.37%</b>	<b>11.13%</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,453	88,715	88,715	-	-100.00%	-100.00%
2012 CIP & Refi.	203,766	177,600	177,600	177,600	0.00%	0.00%
Davis-Grunsky Loan	6,049	6,050	6,050	6,050	0.00%	0.00%
VacCon Truck Loan(2021)	117,441	117,441	117,441	117,441	0.00%	0.00%
2014 Wastewater Revenue Bonds	484,175	485,575	485,575	486,575	0.21%	0.21%
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>988,883</b>	<b>875,381</b>	<b>875,381</b>	<b>787,666</b>	<b>-10.02%</b>	<b>-10.02%</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles, Rolling Stock & Equipment	59,123	450,000	794,776	129,500	-71.22%	-83.71%
Building, Yard & Paving Improvements	107,404	145,500	59,000	395,000	171.48%	569.49%
Capital Improvements Water	323,585	2,122,260	1,258,936	2,105,700	-0.78%	67.26%
Capital Improvements Sewer	101,369	1,470,000	259,938	2,096,500	42.62%	706.54%
Engineering & Studies	65,371	110,000	10,000	-	-100.00%	-100.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>656,851</b>	<b>4,297,760</b>	<b>2,382,650</b>	<b>4,726,700</b>	<b>9.98%</b>	<b>98.38%</b>
<b>City of Eureka Projects:</b>						
CoE WWTP CIP	533,098	433,029	1,336,000	698,000	61.19%	-47.75%
<b>TOTAL City of Eureka Projects</b>	<b>533,098</b>	<b>433,029</b>	<b>1,336,000</b>	<b>698,000</b>	<b>61.19%</b>	<b>-47.75%</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>2,761,882</b>	<b>157,892</b>	<b>1,356,004</b>	<b>(149,606)</b>	<b>-194.75%</b>	<b>-111.03%</b>



**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
FOR ENTIRE DISTRICT

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	12,095,756	14,018,944	13,590,065	14,575,300	3.97%	7.25%
TOTAL OPERATING EXPENSES	(7,782,029)	(9,118,582)	(8,399,430)	(9,334,290)	2.37%	11.13%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>4,313,727</u>	<u>4,900,362</u>	<u>5,190,635</u>	<u>5,241,010</u>	6.95%	0.97%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	626,988	863,700	759,400	821,750	-4.86%	8.21%
TOTAL LONG TERM DEBT SERVICE	(988,883)	(875,381)	(875,381)	(787,666)	-10.02%	-10.02%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	<u>3,951,831</u>	<u>4,888,681</u>	<u>5,074,654</u>	<u>5,275,094</u>	7.90%	3.95%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(656,851)	(4,297,760)	(2,382,650)	(4,726,700)	9.98%	98.38%
CITY of EUREKA PROJECT REIMBURSEMENT	(533,098)	(433,029)	(1,336,000)	(698,000)	61.19%	-47.75%
BUDGET SURPLUS (DEFICIT)	<u>2,761,882</u>	<u>157,892</u>	<u>1,356,004</u>	<u>(149,606)</u>	-194.75%	-111.03%
<b>Working Capital Reserve Summary</b>						
BUDGET SURPLUS or (DEFICIT)	2,761,882	157,892	1,356,004	(149,606)	-194.75%	-111.03%
Beginning Working Capital Reserves	<u>10,347,469</u>	<u>13,109,351</u>	<u>13,109,351</u>	<u>14,465,355</u>	10.34%	10.34%
Working Capital Reserve Balance, End of Year	<u>13,109,351</u>	<u>13,267,243</u>	<u>14,465,355</u>	<u>14,315,749</u>	7.90%	-1.03%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025

**Water Fund**

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
<b>OPERATING REVENUE</b>						
Metered Water Sales	5,194,810	5,876,000	5,700,000	6,115,000	4.07%	7.28%
Water Pass Through	-	-	-	-	0.00%	0.00%
Water Construction Charges	30,545	35,000	40,000	45,000	28.57%	12.50%
Account Charges	45,944	19,950	40,000	40,000	100.50%	0.00%
Inspection Charges	-	-	65	-	0.00%	-100.00%
Reimbursable Maintenance Charges	-	800	1,300	1,400	75.00%	7.69%
Miscellaneous	945	1,000	1,000	1,000	0.00%	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>5,272,244</b>	<b>5,932,750</b>	<b>5,782,365</b>	<b>6,202,400</b>	<b>4.55%</b>	<b>7.26%</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection/Capacity Charges	77,952	145,000	180,000	190,000	31.03%	5.56%
Interest/General	5,570	23,547	25,000	40,000	69.87%	60.00%
Discounts Earned	961	1,280	1,000	1,000	-21.88%	0.00%
Sales:Fixed Assets/Scrap Metal	24	8,844	1,000	1,000	-88.69%	0.00%
Bad Debt Recovery	582	1,140	500	2,000	75.44%	300.00%
FW/MR Assessment	10,711	-	-	-	0.00%	0.00%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>95,800</b>	<b>179,811</b>	<b>207,500</b>	<b>234,000</b>	<b>30.14%</b>	<b>12.77%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,368,044</b>	<b>6,112,561</b>	<b>5,989,865</b>	<b>6,436,400</b>	<b>5.30%</b>	<b>7.45%</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	686,114	918,850	790,000	905,000	-1.51%	14.56%
Wages & Benefits: Allocated	586,779	646,930	622,810	742,820	14.82%	19.27%
Benefits: PERS	97,157	185,400	120,000	130,000	-29.88%	8.33%
Group Ins	321,018	387,500	320,000	360,000	-7.10%	12.50%
Workers Comp Ins	14,458	14,580	16,000	17,000	16.60%	6.25%
FICA/Medicare	52,458	70,500	61,000	65,000	-7.80%	6.56%
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,757,984</b>	<b>2,223,760</b>	<b>1,929,810</b>	<b>2,219,820</b>	<b>-0.18%</b>	<b>15.03%</b>
Less: wages & ben charged to Capital Proj.	(139,039)	(185,000)	(140,000)	(185,000)	0.00%	32.14%
<b>Total Operating Wages and benefits</b>	<b>1,618,945</b>	<b>2,038,760</b>	<b>1,789,810</b>	<b>2,034,820</b>	<b>-0.19%</b>	<b>13.69%</b>
Water Purchase HBMWD	1,056,338	1,108,192	1,150,000	1,175,000	6.03%	2.17%
Water Purchase Eureka	799,845	880,000	780,000	850,000	-3.41%	8.97%
Water Analysis	11,167	15,000	7,500	10,000	-33.33%	33.33%
Supplies/ Construction	147,620	113,960	110,000	120,000	5.30%	9.09%
Supplies/Office-Administration	6,690	4,500	4,000	4,500	0.00%	12.50%
Supplies/ Engineering	415	1,425	500	500	-64.91%	0.00%
Supplies/ Maintenance	41,509	50,000	60,000	52,500	5.00%	-12.50%
Temporary Labor	83,932	29,484	45,000	22,250	-24.54%	-50.56%
Repairs & Maintenance/Trucks	26,449	33,880	35,000	35,000	3.31%	0.00%
Equipment Rental	252	3,700	300	1,000	-72.97%	233.33%
Building & Grounds Maintenance	3,885	1,800	4,500	4,500	150.00%	0.00%
Electrical Power	208,912	273,983	235,000	280,000	2.20%	19.15%
Telephone	-	4,480	100	-	-100.00%	-100.00%
Postage	407	1,290	-	-	-100.00%	0.00%
Freight	507	285	500	500	75.44%	0.00%
Chemicals	9,502	10,000	10,000	12,000	20.00%	20.00%
Engineering	325	-	-	-	0.00%	0.00%
Other Professional Services	-	24,000	-	25,000	4.17%	0.00%
Transportation	39,582	44,776	40,000	43,000	-3.97%	7.50%
Office Equip. Maintenance	417	750	600	600	-20.00%	0.00%
Computer Software Maintenance	17,415	21,600	20,000	21,000	-2.78%	5.00%
Memberships & Subscriptions	1,402	1,350	1,500	1,500	11.11%	0.00%
Bad Debts & Minimum Balance Writeoff	100	28,500	6,000	10,000	-64.91%	66.67%
Conference & Continuing Ed	1,658	12,075	2,500	10,000	-17.18%	300.00%
Certifications	411	1,050	1,000	2,500	138.10%	150.00%
State/County & LAFCO Charges and Charges	30,504	13,600	30,000	30,000	120.59%	0.00%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
**Water Fund**

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Hydraulic Water Model Maintenance	1,802	2,000	2,000	2,000	0.00%	0.00%
Human Resources	459	9,750	2,000	2,500	-74.36%	25.00%
Miscellaneous	68	2,640	1,000	1,000	-62.12%	0.00%
General & Admin Expense Allocation	207,955	286,111	221,350	295,300	3.21%	33.41%
<b>TOTAL OPERATING EXPENSES</b>	<b>4,318,474</b>	<b>5,018,941</b>	<b>4,560,160</b>	<b>5,046,970</b>	<b>0.56%</b>	<b>10.68%</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,453	88,715	88,715	-	-100.00%	-100.00%
2012 CIP & Refi.	26,166	-	-	-	0.00%	0.00%
Davis-Grunsky Loan	6,049	6,050	6,050	6,050	0.00%	0.00%
VacCon Truck Loan	-	-	-	-	0.00%	0.00%
Debt Service: Allocated	-	-	-	-	0.00%	0.00%
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>209,668</b>	<b>94,765</b>	<b>94,765</b>	<b>6,050</b>	<b>-93.62%</b>	<b>-93.62%</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	0.00%	0.00%
Building & Yard Improvements	-	-	-	-	0.00%	0.00%
Capital Improvements Water	323,585	2,122,260	1,258,936	2,105,700	-0.78%	67.26%
Engineering & Studies	-	-	-	-	0.00%	0.00%
General Fund Allocation	132,182	145,635	236,221	286,140	96.48%	21.13%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>455,767</b>	<b>2,267,895</b>	<b>1,495,157</b>	<b>2,391,840</b>	<b>5.47%</b>	<b>59.97%</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>384,136</b>	<b>(1,269,039)</b>	<b>(160,217)</b>	<b>(1,008,460)</b>	<b>-20.53%</b>	<b>529.43%</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
Water Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	5,272,244	5,932,750	5,782,365	6,202,400	4.55%
TOTAL OPERATING EXPENSES	(4,318,474)	(5,018,941)	(4,560,160)	(5,046,970)	0.56%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	953,770	913,809	1,222,205	1,155,430	26.44%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	95,800	179,811	207,500	234,000	30.14%
TOTAL LONG TERM DEBT SERVICE	(209,668)	(94,765)	(94,765)	(6,050)	-93.62%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	839,903	998,856	1,334,940	1,383,380	38.50%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(455,767)	(2,267,895)	(1,495,157)	(2,391,840)	5.47%
BUDGET SURPLUS or (DEFICIT)	<u>384,136</u>	<u>(1,269,039)</u>	<u>(160,217)</u>	<u>(1,008,460)</u>	<u>-20.53%</u>
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	384,136	(1,269,039)	(160,217)	(1,008,460)	-20.53%
Beginning Working Capital Reserves	5,373,179	5,757,315	5,757,315	5,597,098	-2.78%
Working Capital Reserve Balance, End of Year	5,757,315	4,488,276	5,597,098	4,588,638	2.24%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025**  
**Sewer Fund**

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
<b>OPERATING REVENUE</b>						
Sewer Service Charges	6,778,299	8,057,944	7,750,000	8,315,000	3.19%	7.29%
Sewer Construction Charges	9,505	12,000	21,000	21,000	75.00%	0.00%
Account Charges	34,660	15,050	35,000	35,000	132.56%	0.00%
Inspection Charges	150	-	700	700	0.00%	0.00%
Reimbursable Maintenance Charges	-	200	-	200	0.00%	0.00%
Miscellaneous	119	1,000	1,000	1,000	0.00%	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>6,822,733</b>	<b>8,086,194</b>	<b>7,807,700</b>	<b>8,372,900</b>	<b>3.55%</b>	<b>7.24%</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection/Capacity Charges	28,148	239,000	95,000	95,000	-60.25%	0.00%
Interest/General	9,960	6,453	25,000	40,000	519.87%	60.00%
Discounts Earned	725	720	750	750	4.17%	0.00%
Sales:Fixed Assets/Scrap Metal	18	6,856	1,000	1,000	-85.41%	0.00%
Bad Debt Recovery	439	860	150	1,000	16.28%	566.67%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>39,290</b>	<b>253,889</b>	<b>121,900</b>	<b>137,750</b>	<b>-45.74%</b>	<b>13.00%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,862,023</b>	<b>8,340,083</b>	<b>7,929,600</b>	<b>8,510,650</b>	<b>2.05%</b>	<b>7.33%</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	423,135	566,950	520,000	565,000	-0.34%	8.65%
Wages & Benefits: Allocated	586,779	646,930	622,810	742,820	14.82%	19.27%
Benefits: PERS	58,164	118,450	65,000	70,000	-40.90%	7.69%
Group Ins	195,453	237,500	200,000	240,000	1.05%	20.00%
Workers Comp Ins	8,302	8,910	7,500	9,000	1.01%	20.00%
FICA/Medicare	32,417	45,000	40,000	41,000	-8.89%	2.50%
Misc Benefits	-	-	-	-	0.00%	0.00%
<b>Total Wages and Benefits</b>	<b>1,304,251</b>	<b>1,623,740</b>	<b>1,455,310</b>	<b>1,667,820</b>	<b>2.71%</b>	<b>14.60%</b>
Less: wages & ben charged to Capital Proj.	(42,699)	(65,000)	(55,000)	(65,000)	0.00%	18.18%
<b>Total Operating Wages and benefits</b>	<b>1,261,552</b>	<b>1,558,740</b>	<b>1,400,310</b>	<b>1,602,820</b>	<b>2.83%</b>	<b>14.46%</b>
Sewage Treatment: Operating & Maint.	1,616,796	1,758,385	1,758,385	1,900,000	8.05%	8.05%
Sewer Analysis	-	-	-	-	0.00%	0.00%
Supplies/ Construction	27,979	40,040	38,000	40,000	-0.10%	5.26%
Supplies/ Office-Administration	5,047	4,500	3,000	4,500	0.00%	50.00%
Supplies/ Engineering	313	1,075	300	500	-53.49%	66.67%
Supplies/ Maintenance	43,737	50,000	100,000	52,500	5.00%	-47.50%
Temporary Labor	63,317	19,116	35,000	22,250	16.39%	-36.43%
Repairs & Maintenance/Trucks	22,656	26,620	27,000	28,000	5.18%	3.70%
Equipment Rental	190	1,300	-	1,000	-23.08%	0.00%
Building & Grounds Maintenance	2,931	1,500	2,500	2,500	66.67%	0.00%
Electrical Power	71,301	119,556	90,000	110,000	-7.99%	22.22%
Telephone	-	2,240	100	-	-100.00%	-100.00%
Postage	321	960	-	-	-100.00%	0.00%
Freight	5,209	215	25	250	16.28%	900.00%
Legal	-	-	-	-	0.00%	0.00%
Engineering	245	-	-	-	0.00%	0.00%
Other Professional Services	3,679	24,000	3,000	28,000	16.67%	833.33%
Transportation	30,751	33,779	31,000	32,000	-5.27%	3.23%
Office Equip. Maintenance	314	550	200	200	-63.64%	0.00%
Computer Software Maintenance	13,138	16,200	15,000	15,000	-7.41%	0.00%
Memberships & Subscriptions	1,058	900	1,500	1,500	66.67%	0.00%
Bad Debts & Minimum Balance Writeoff	-	21,500	20,000	22,000	2.33%	10.00%
Conference & Continuing Ed	1,200	15,180	2,000	10,000	-34.12%	400.00%
Certifications	186	805	400	2,500	210.56%	525.00%
State/County & LAFCO Charges and Charges	6,878	7,200	7,200	7,500	4.17%	4.17%
Human Resources	346	7,250	1,500	2,500	-65.52%	66.67%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
 Sewer Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Miscellaneous	126	1,920	1,500	1,500	-21.88%	0.00%
General & Admin Expense Allocation	207,955	286,111	221,350	295,300	3.21%	33.41%
<b>TOTAL OPERATING EXPENSES</b>	<b>3,387,227</b>	<b>3,999,641</b>	<b>3,759,270</b>	<b>4,182,320</b>	<b>4.57%</b>	<b>11.25%</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	484,175	485,575	485,575	486,575	0.21%	0.21%
2012 CIP & Refi.	177,600	177,600	177,600	177,600	0.00%	0.00%
VacCon Truck Loan(2021)	117,441	117,441	117,441	117,441	0.00%	0.00%
Debt Service: Allocated	-	-	-	-	0.00%	0.00%
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>779,216</b>	<b>780,616</b>	<b>780,616</b>	<b>781,616</b>	<b>0.13%</b>	<b>0.13%</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	450,000	444,354	17,500	-96.11%	-96.06%
Building, Yard& Paving Improvements	-	-	5,000	5,000	0.00%	0.00%
Capital Improvements Sewer	101,369	1,470,000	259,938	2,096,500	42.62%	706.54%
Engineering & Studies	-	-	-	-	0.00%	0.00%
General Fund Allocation	99,716	109,865	178,201	215,860	96.48%	21.13%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>201,085</b>	<b>2,029,865</b>	<b>887,493</b>	<b>2,334,860</b>	<b>15.03%</b>	<b>163.08%</b>
City of Eureka Projects: CoE WWTP CIP	533,098	433,029	1,336,000	698,000	61.19%	-47.75%
<b>TOTAL OTHER</b>	<b>533,098</b>	<b>433,029</b>	<b>1,336,000</b>	<b>698,000</b>	<b>61.19%</b>	<b>-47.75%</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>1,961,397</b>	<b>1,096,932</b>	<b>1,166,221</b>	<b>513,854</b>	<b>-53.16%</b>	<b>-55.94%</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
Sewer Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	6,822,733	8,086,194	7,807,700	8,372,900	3.55%
TOTAL OPERATING EXPENSES	(3,387,227)	(3,999,641)	(3,759,270)	(4,182,320)	4.57%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,435,506	4,086,553	4,048,430	4,190,580	2.55%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	39,290	253,889	121,900	137,750	-45.74%
TOTAL LONG TERM DEBT SERVICE	(779,216)	(780,616)	(780,616)	(781,616)	0.13%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	2,695,580	3,559,826	3,389,714	3,546,714	-0.37%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(201,085)	(2,029,865)	(887,493)	(2,334,860)	15.03%
CITY of EUREKA PROJECT REIMBURSEMENT	(533,098)	(433,029)	(1,336,000)	(698,000)	61.19%
BUDGET SURPLUS or (DEFICIT)	<u>1,961,397</u>	<u>1,096,932</u>	<u>1,166,221</u>	<u>513,854</u>	<u>-53.16%</u>
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	1,961,397	1,096,932	1,166,221	513,854	-53.16%
Beginning Working Capital Reserves	3,897,847	5,859,244	5,859,244	7,025,465	19.90%
Working Capital Reserve Balance, End of Year	5,859,244	6,956,176	7,025,465	7,539,319	8.38%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
 General Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	49,655	-	-	-	0.00%	0.00%
Miscellaneous	779	-	-	-	0.00%	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>50,434</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>0.00%</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	442,243	430,000	430,000	450,000	4.65%	4.65%
Insurance Rebate	-	-	-	-	0.00%	0.00%
Other Non-Operating Revenue	-	-	-	-		
<b>TOTAL NON-OPERATING REVENUE</b>	<b>442,243</b>	<b>430,000</b>	<b>430,000</b>	<b>450,000</b>	<b>4.65%</b>	<b>4.65%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>492,677</b>	<b>430,000</b>	<b>430,000</b>	<b>450,000</b>	<b>4.65%</b>	<b>4.65%</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	405,220	469,200	410,000	480,000	2.30%	17.07%
Benefits: PERS	337,916	211,150	320,000	350,000	65.76%	9.38%
Group Ins	489,739	625,000	500,000	665,000	6.40%	33.00%
Workers Comp Ins	2,940	3,510	3,000	5,000	42.45%	66.67%
FICA/Medicare	32,485	34,500	32,000	35,000	1.45%	9.38%
Misc Benefits	600	500	620	640	28.00%	3.23%
<b>Total Wages and Benefits</b>	<b>1,268,899</b>	<b>1,343,860</b>	<b>1,265,620</b>	<b>1,535,640</b>	<b>14.27%</b>	<b>21.33%</b>
Less: wages & ben charged to Capital Proj.	(95,341)	(50,000)	(20,000)	(50,000)	0.00%	150.00%
Less: Allocated to Water and Sewer Funds	(1,173,559)	(1,293,860)	(1,245,620)	(1,485,640)	14.82%	19.27%
<b>Total Unallocated Wages and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>0.00%</b>
Supplies/ Construction	-	-	-	-	0.00%	0.00%
Supplies/ Administration	1,848	6,000	5,000	6,000	0.00%	20.00%
Supplies/ Engineering	12	-	-	500	0.00%	0.00%
Supplies/ Maintenance	-	-	4,000	5,000	0.00%	25.00%
Invoicing	54,485	57,000	60,000	60,000	5.26%	0.00%
Temporary Labor	-	16,200	-	-	-100.00%	0.00%
Repairs & Maintenance/Trucks	-	-	-	-	0.00%	0.00%
Equipment Rental	-	-	-	-	0.00%	0.00%
Building & Grounds Maintenance	23,278	26,700	25,000	23,000	-13.86%	-8.00%
Electrical Power	73,771	104,612	90,000	110,000	5.15%	22.22%
Street Lights	76,328	100,000	80,000	105,000	5.00%	31.25%
Telephone	13,773	7,280	15,000	16,000	119.78%	6.67%
Postage	2,155	750	750	850	13.33%	13.33%
Freight	22	-	250	250	0.00%	0.00%
Liability Insurance	80,273	85,000	100,000	100,500	18.24%	0.50%
Legal Services	37,938	70,000	10,000	70,000	0.00%	600.00%
Accounting	19,253	15,000	15,000	15,000	0.00%	0.00%
Engineering	-	1,000	-	1,000	0.00%	0.00%
Other Professional Services	6,762	72,000	16,000	40,000	-44.44%	150.00%
Bank Service Charges	12,453	20,000	10,000	15,000	-25.00%	50.00%
Transportation	-	-	-	-	0.00%	0.00%
Office Equip. Maintenance	2,553	3,700	3,000	3,500	-5.41%	16.67%
Computer Software Maintenance	4,577	7,200	3,000	3,500	-51.39%	16.67%
Memberships & Subscriptions	18,637	20,250	21,000	28,000	38.27%	33.33%
Bad Debts & Minimum Balance Writeoff	-	-	-	-	0.00%	0.00%
Conference & Continuing Ed	10,192	7,245	1,000	8,000	10.42%	700.00%
Certifications	2,043	1,645	-	500	-69.60%	0.00%
State/County & LAFCO Charges and Charges	18,966	19,200	19,200	20,000	4.17%	4.17%
Elections Expense	6,210	-	-	20,000	0.00%	0.00%
Human Resources	6,916	8,000	25,000	20,500	156.25%	-18.00%
Miscellaneous	7,346	7,440	7,500	7,500	0.81%	0.00%



**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
**General Fund**

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Director's Charges	12,450	16,000	12,000	16,000	0.00%	33.33%
General & Admin Expense Allocation	(415,909)	(572,222)	(442,700)	(590,600)	3.21%	33.41%
<b>TOTAL OPERATING EXPENSES</b>	<b>76,328</b>	<b>100,000</b>	<b>80,000</b>	<b>105,000</b>	<b>5.00%</b>	<b>31.25%</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Less: Allocated to Water & Sewer Funds	-	-	-	-	0.00%	0.00%
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	59,123	-	350,422	112,000	0.00%	-68.04%
Building, Yard & Paving Improvements	107,404	145,500	54,000	390,000	168.04%	622.22%
Engineering & Studies	65,371	110,000	10,000	-	-100.00%	-100.00%
Less: Allocated to Water & Sewer Funds	(231,898)	(255,500)	(414,422)	(502,000)	96.48%	21.13%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>416,349</b>	<b>330,000</b>	<b>350,000</b>	<b>345,000</b>	<b>4.55%</b>	<b>-1.43%</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2024-2025  
General Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	50,434	-	-	-	0.00%
TOTAL OPERATING EXPENSES	(76,328)	(100,000)	(80,000)	(105,000)	5.00%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	(25,894)	(100,000)	(80,000)	(105,000)	5.00%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	442,243	430,000	430,000	450,000	4.65%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	416,349	330,000	350,000	345,000	4.55%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	-	-	-	-	0.00%
BUDGET SURPLUS or (DEFICIT)	<u>416,349</u>	<u>330,000</u>	<u>350,000</u>	<u>345,000</u>	<u>4.55%</u>
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	416,349	330,000	350,000	345,000	4.55%
Beginning Working Capital Reserves	1,076,443	1,492,792	1,492,792	1,842,792	23.45%
Working Capital Reserve Balance, End of Year	1,492,792	1,822,792	1,842,792	2,187,792	20.02%

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF CAPITAL IMPROVEMENTS FOR FISCAL YEAR 2024-2025**  
**Capital Expenditures**

	2022-23 Actual	2023-24 Budget	2023-24 As of April	2023-24 Est Actual	2024-25 Budget req
<b>VEHICLES, ROLLING STOCK &amp; EQUIPMENT</b>					
New Computers & Laptops Scheduled Replacements	1,895	-	9,371	11,000	
Unit #9 Replacement - Van	36,156	-			
Unit #13 Replacement (Unit 20)	-	-			
Unit #4 2010 Ford F-450 w/crane		-	167,707	167,707	
Unit 10 (Peterbilt Dump Truck)	249	-	171,715	171,715	
Unit #3 Replacement - Ford 4x4 Truck					85,000
Riding Mower					10,000
Truck Radio Repeater					12,000
Hydrostatic Pressure Pump					5,000
Sewer Push Camera (Sewer)					17,500
Sewer Camera Van (Sewer)	-	450,000	444,354	444,354	
<b>Total Vehicles, Rolling Stock &amp; Equipment</b>	<b>38,300</b>	<b>450,000</b>	<b>793,147</b>	<b>794,776</b>	<b>129,500</b>
<b>BUILDING, YARD &amp; PAVING IMPROVEMENTS</b>					
Office Building - (Siding, Windows, Front, Roof) (GF)	44,871	88,000	25,185	26,000	
Office ADA (GF)	40,692	17,500	22,001	23,000	35,000
Vehicle Storage Upgrades (GF)	1,142	15,000			20,000
Yard Paving Repairs (GF)					40,000
Office Building and Breakroom Roof (GF)		25,000			45,000
Office Building Exterior Phase 2 (GF)					125,000
Small Truck Garage (GF)					125,000
Drying Bed Upgrades (Sewer)			2,834	5,000	5,000
<b>Total Building, Yard &amp; Paving Improvements</b>	<b>86,705</b>	<b>145,500</b>	<b>50,020</b>	<b>54,000</b>	<b>395,000</b>
<b>WATER SYSTEM IMPROVEMENTS (Water)</b>					
New Connections	19,096	15,000	9,965	15,000	15,000
Donna Drive Hydro-Tank Replacement	88,606	60,500	1,599	60,500	
Ridgewood WBS		33,000	22,004	33,000	
Water Sampling Stations	10,418	-	20,879	21,000	35,000
AMR Program	18,540	155,100	6,239	155,000	275,200
SCADA upgrades (Water Portion)	8,329	55,000	111,649	120,562	110,000
Brier Lane 0.5MG Tank	43,609	726,000	543,441	550,000	40,000
Ridgewood Tank	11,981	50,000	2,022	5,000	50,000
Hubbard 3rd Pump	10,284	36,300	25,796	36,300	7,500
Donna Drive .5MG Tank	1,565	48,400	3,059	5,000	420,000
ADA Access-Pump Facilities	81	5,500			5,500
Truesdale WBS		30,250	22,156	25,000	40,000
PRV Program	-	-	-	-	10,000
South Bay School Backflow		16,500			20,000
Spruce Pt well pump	155	33,000			75,000
Walnut 0.5 MG Tank Rehabilitation	-	-	-	-	50,000
18th Street SMR	4,945	133,650	107,508	107,508	
Stanford Circle SMR	1,245	29,700	7,372	29,700	
Temple Circle SMR	909	38,610	36,214	50,635	
Walnut EQ Repair	(30,535)	500,000	23,574	25,000	500,000
Crane Street	1,454	74,250			297,500
Shady Lane SMR	-	-	807	1,000	140,000
Park Street SMR	5,100	-			

Replace South Bay Well	1,862	-			
Pine Hill Water Line	5,298	-			
Tower Lane SMR	96,508	-			
Christian Ln SMR	1,434	38,500	731	731	
Water Storage Tanks Cleaning Inspecting		10,000	12,376	15,000	15,000
South Bay Well	22,700	-			
18th & Quakler PSV		33,000			
Upper Vista Water Main tie-in	-	-	897	1,000	
McRae Lane SMR	-	-	717	1,000	
Beechwood Tank Site Fencing	-	-	628	1,000	
<b>Total Water System Improvements</b>	<b>323,585</b>	<b>2,122,260</b>	<b>959,632</b>	<b>1,258,936</b>	<b>2,105,700</b>

**SEWER SYSTEM IMPROVEMENTS (Sewer)**

New Connections	2,583	5,000	2,294	4,000	5,500
Roth Court SLS		77,000	53,306	77,000	
Sea Ave SLS/FM	7,163	22,000	7,772	22,000	24,000
Allard Access Vault		11,000	446		20,000
Foxwood Drive SLS					45,000
Christine Drive SLS					75,000
Fields Landing SLS					100,000
Hoover Street SLS Upgrade					100,000
Artino SLS		-			30,000
King Salmon SLS					15,000
Hoover SLS Flood Hardening					250,000
SCADA upgrades (Sewer Portion)	8,329	55,000	82,438	82,438	110,000
Dr. Office Lane	2,690	165,000	12,816	17,000	222,000
Walnut EQ Repair	(30,535)	500,000	11,787	15,000	350,000
South Broadway SLS/FM	1,927	110,000	2,228	15,000	110,000
Hemlock	6,656	275,000	24		80,000
Hartman Ln	5,649	71,500			120,000
Noe St	1,391	162,000			75,000
Walnut Drive Trouble Spot	-	-	-	-	300,000
Walnut Drive Laterals	-	-	-	-	65,000
Sequoia Lift Station	10,111	-			
Hidden Meadows SLS	10,950	-			
Blackberry SLS	19,765	27,500	21,602	27,500	
Elk River Estuary Prep	54,690	-			
Mesa /Bell Terrace		44,000			
<b>Total Sewer System Improvements</b>	<b>101,369</b>	<b>1,525,000</b>	<b>194,712</b>	<b>259,938</b>	<b>2,096,500</b>

**ENGINEERING, STUDIES & CAPITAL OUTLAY**

District Design Standards (GF)	1,840	-			
Annexations (GF)		-			
Grant Writing (GF)	5,562	-	8,398	10,000	
Water Sewer Rate Study (GF)	54,054	-			
<b>Total Engineering &amp; Studies</b>	<b>61,456</b>	<b>-</b>	<b>8,398</b>	<b>10,000</b>	<b>-</b>

**CITY OF EUREKA CIPS (Sewer)**

CoE WWTP CIP	533,098	433,029	-	1,336,000	698,000
<b>Total City of Eureka CIPs</b>	<b>533,098</b>	<b>433,029</b>	<b>-</b>	<b>1,336,000</b>	<b>698,000</b>

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

**Customer Service Account Charge**

	<u>Current Charge</u>
<b>Activation, Deposits and Miscellaneous Charges</b>	
Credit/Debit Card Convenience Charge	3.5% of amount Paid
Establish Water & Sewer Accounts (Admin)	\$35.00
Initial Residential Deposits:	
Water & Sewer	\$200.00
Water Only	\$100.00
Sewer Only	\$100.00
Increase in Deposit due to non-payment per occurrence:	\$50.00
Maximum Deposit:	\$300.00
Multi-Family Units:	
Water & Sewer (1 <sup>st</sup> unit)	\$200.00
2 <sup>nd</sup> Unit	\$100.00
Each Additional Unit	\$50.00
Water Only (1 <sup>st</sup> Unit)	\$100.00
2 <sup>nd</sup> Unit	\$50.00
Each Additional Unit	\$25.00
Commercial Deposits	2.5 x Mo Base Rate
When considering collection of a security deposit, deposit requirements may be waived if customer meets any of the following District guidelines for creditworthiness:	
(a) Prior service within the District showing timely payments within the previous two (2) years, or	
(b) Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year	
(c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)	
(d) Participation in Automatic Payment Program	
Returned Checks	\$25.00
Reinstatement of Service after discontinuance for nonpayment	1 <sup>st</sup> time = \$40.00 \$65.00 + penalties thereafter
Tow Truck Call Charge	\$25.00 + actual tow costs
Broken Lock Charge	\$25.00
Tampering Charge (any unauthorized operation of meters, valves, etc.)	\$260.00
Meter Test Deposit – refunded if test fails	\$147.00
After-hours Service Call	\$84.00

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

**WATER – MONTHLY SERVICE RATES**

Rates below are effective August 1, 2024. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

	<u>Fixed Monthly Service Charges</u>		<u>Volumetric Consumption Charge</u>	
	<u>Current</u>	<u>Proposed</u>	<u>Current</u>	<u>Proposed</u>
SFR <1 inch and <24 Fixture Units	\$23.55	<u>\$25.43</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
5/8 inch meter	\$23.55	<u>\$25.43</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
3/4 inch meter	\$33.90	<u>\$36.61</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
1 inch meter	\$54.59	<u>\$58.96</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
1-1/2 inch meter	\$106.32	<u>\$114.83</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
2 inch meter	\$168.39	<u>\$181.86</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
3 inch meter	\$333.93	<u>\$360.64</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
4 inch meter	\$1,037.45	<u>\$1,120.45</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>
6 inch meter	\$1,658.20	<u>\$1,790.86</u>	\$5.31 per HCF	<u>\$5.73 per HCF</u>

**Other Miscellaneous Water Charges:**

	<u>Current Charge</u>
Temporary Construction Meter – Installation	\$50.00
Monthly Rate	\$92.95 + <u>\$5.73</u> per HCF
Private Fire Protection Services	\$3.00 times diameter (inches) of service line

**Water Hauler Program:**

	<u>Charge</u>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

**SEWER - MONTHLY SERVICE RATES:**

Rates below are effective August 1, 2024. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

Monthly Fixed Service Charge per Account		Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*	Plus Winter Average - Volumetric Charge per HCF			
Current	<u>Proposed</u>		Current	<u>Proposed</u>		
\$3.84	<u>\$4.15</u>	Single Family Residential (1-3 LU)	\$30.43	<u>\$32.86</u>	\$10.09	<u>\$10.90</u>
\$3.84	<u>\$4.15</u>	Multi-Family (4 or more LU)	\$22.42	<u>\$24.21</u>	\$10.09	<u>\$10.90</u>
\$3.84	<u>\$4.15</u>	Mobile Homes	\$18.26	<u>\$19.72</u>	\$10.09	<u>\$10.90</u>
\$3.84	<u>\$4.15</u>	Trailer Parks	\$18.26	<u>\$19.72</u>	\$10.09	<u>\$10.90</u>
\$3.84	<u>\$4.15</u>	Commercial – Light Strength (<370 mg/liter)	\$30.43	<u>\$32.86</u>	\$10.10	<u>\$10.91</u>
\$3.84	<u>\$4.15</u>	Commercial – Med. Strength (370-500 mg/liter)	\$30.43	<u>\$32.86</u>	\$17.63	<u>\$19.04</u>
\$3.84	<u>\$4.15</u>	Commercial – Heavy Strength (>500 mg/liter)	\$30.43	<u>\$32.86</u>	\$22.50	<u>\$24.30</u>

\* Fixed monthly service charges for Residential accounts shall be based on the number of Living Units (LU) at the Service Address. Fixed Monthly Service Charges for Commercial accounts shall be based on Equivalent Dwelling units (EDU).

**Sewer – Other Miscellaneous Charges**

	<i>Charge</i>
Special Sewer Discharge Permit:	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater

**Waste Water Hauler Program:**

Wastewater shall meet the District's Specific Pollutant Limits prior to discharge. No wastewater from a septic tank, portable bathroom, or recreational vehicle is allowed to be discharged to the District's sewage collection system. Discharge shall not exceed 1000 gallons a day.	
<500 gallons	\$20.00
501-1000 gallons	\$30.00

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

**WATER SYSTEM CAPACITY CHARGES AND CONSTRUCTION CHARGES**

**Water Capacity Charge.**

The water capital Capacity Charge is \$3,045 per 5/8” meter equivalency. See table below for additional meter sizes.

Water connection capacity charge for all classes of customers shall be based upon the number of meters per lot as well as the size of meter connected to the system as detailed in the following table; Capacity Charges are in addition to the actual cost of installing a service including main line tap, service line, meter, and box.

**Figure 1: Water Capital Capacity Charges**

Meter Size	Equivalency Factor		Max. Water Capacity Charge Per Meter
	Max. Continuous Flow (gpm) <sup>(1)</sup>	Equivalency to 5/8-inch Base Meter Size	Current
5/8 inch	25	1.00	\$3,045.00
3/4 inch	35	1.40	\$4,263.00
1 inch	55	2.20	\$6,699.00
1-1/2 inch	100	4.00	\$12,180.00
2 inch	160	6.40	\$19,488.00
3 inch	320	12.80	\$38,976.00
4 inch	500	20.00	\$60,900.00
6 inch	1,000	40.00	\$121,800.00

<sup>(1)</sup> Source: AWWA M1, Table B-2. Assumes displacement meters for 5/8” through 2”, Compound Class I for 3” through 6”

**WATER METER PURCHASE AND INSTALLATION:** In addition to the capital Capacity Charge, where the District installs a new water meter and service line, the meter charge and installation charge shall be dependent on the size of the meter required. All costs are based upon actual time and materials. Where the Developer has installed the new water service line, the District shall install the meter upon payment of the corresponding meter charge, installation charge and appropriate Capacity Charge. Charges within and without the limits of the District boundaries are payable in advance for the installation of new services and meters when work is performed by District forces. Charges shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.

	<u>Current Charge</u>
5/8” Meter Charge	\$273.12
Installation	\$2,915.00
3/4” Meter Charge	\$308.12
Installation	\$2,950.00
1” Meter Charge	\$396.37
Installation	\$3,115.00
1 ½” and larger Meter Charge	Special Quote
Installation	Special Quote



HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

Split Water Service on 1" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	Special Quote Special Quote Special Quote Special Quote
Split Water Service in 2" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	\$4,260.00 3+ Special Quote \$4,330.00 3+ Special Quote
Splitting an Existing Water Service	Actual cost. Not to exceed charges for a new service
Temporary Construction Meter	\$50.00

**SEWER CONNECTION AND CONSTRUCTION CHARGES**

This charge is in addition to the actual cost of installing a service including main line tap, lateral line and cleanout. Does not include permanent pavement or sidewalk replacement.

**Sewer Capital Capacity Charge (Capacity Charge Buy-In)**

**Current Charge: The sewer capital Capacity Charge is \$2,958.00/Equivalent Dwelling Unit (EDU)**

**A. Residential:** The charge is based on the number of EDUs.

- Single residential units equal one EDU without consideration of the number of fixture units.
- Multiple residential units: The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.-

**Commercial** The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

	<u>Charge</u>
Sewer Installation *if installed with water service, Charge= \$3,000	< 10 ft deep \$3,700.00* > 10 ft deep special quote
Sewer Capital Capacity Charge - Residential	\$2,958.00 per EDU
Sewer Capital Capacity Charge – Commercial/ Industrial	\$2,958.00 per EDU
Sewer Lateral Inspection Charge	\$150.00 refundable

**Water Conservation Fines & Penalties**

	<u>Charge</u>
1 <sup>st</sup> Violation (infraction)	\$25.00
2 <sup>nd</sup> Violation (Infraction)	\$50.00
3 <sup>rd</sup> Violation & subsequent violations within a 6-month period (misdemeanor)	\$100.00

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

**Labor & Equipment Rates** (rates listed are hourly unless otherwise denoted)

	Current Charge	<u>Proposed Charge</u>
General Labor	\$62.19	<u>\$66.54</u>
Foreman	\$92.59	<u>\$99.07</u>
Inspector	\$102.00	<u>\$109.14</u>
Plan Checker	\$81.04	<u>\$86.71</u>
Engineering Technician	\$81.04	<u>\$86.71</u>
Clerk	\$62.19	<u>\$66.54</u>
Backhoe	\$69.96	<u>\$73.63</u>
Bobcat	\$46.72	<u>\$48.93</u>
Compressor	\$28.53	<u>\$27.47</u>
Concrete Saw	\$20.14	<u>\$19.42</u>
Light Tower	\$5.76	<u>\$5.52</u>
Dump Truck <5 yards	\$73.34	<u>\$73.10</u>
Dump Truck 5-7 yards	\$83.47	<u>\$83.61</u>
Dump Truck 10 yards	\$93.59	<u>\$94.12</u>
Excavator	\$53.81	\$53.81
Honda EU 2000 Generator	\$5.00	\$5.00
Choremaster Generator	\$12.86	<u>\$12.34</u>
MQ 45 Generator	\$20.29	<u>\$19.57</u>
MQ 70 Generator	\$36.90	<u>\$35.36</u>
MQ 125 Generator	\$75.08	<u>\$71.60</u>
MQ 300 Generator	\$128.74	<u>\$122.26</u>
Mole	\$50.00/Day	\$50.00/Day
Tapping Machine	\$50.00/Day	\$50.00/Day
Shoring Trailer/shoring	\$670.80/Day	\$670.80/Day
Shielding/Trench Boxes - Each	\$645.00/Day	\$645.00/Day
Sewer Bypass Pump	\$1,000.00/Day	\$1,000/Day
Trailer	\$27.95	<u>\$28.56</u>
TV Van (sewer)	\$274.00	<u>\$293.18</u>
Utility Truck (small)	\$37.61	<u>\$37.19</u>
Utility Truck (medium)	\$42.39	<u>\$41.96</u>
Utility Truck (large)	\$54.71	<u>\$54.23</u>
Construction Utility truck	\$105.34	\$105.34
VacCon/Hydro Excavator	\$254.00	\$254.00
VacCon/Hydro Cleaner	\$274.00	\$274.00
Roller	\$35.54	\$35.54
Loader	\$74.37	\$74.37

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2024/25 MASTER CHARGE SCHEDULE

**Administrative Charges**

Charges for Photocopies and/or Mailing of Printed Material Maps, Documents and Reports

	<u>Current Charge</u>
Photocopies Black & White per side:	
8.5x11 page	\$0.10
11x17 page	\$0.20
24x36 page	\$3.00
Photocopies Color- per side:	
8.5 x 11 page	\$0.50
11 x 17 page	\$1.00
24 x 36 page	\$15.00
Conversion of document to electronic image	\$2.00 plus \$0.10 per page
Public records request deposit	Same as copies. Admin Charge waived for <20 pages
Videos tapes, CDs, DVDs	\$3.00/each + actual cost of duplication
Mailing	\$3.00 each + actual cost for duplication
Agenda Annual Subscription (24 regular meetings)*	\$72.00
Agenda Single – Mailed*	\$5.00

\* All public meeting agendas are available free of charge through the District's website or at the District's office.

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**RESOLUTION NO. 2024-07**

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
ESTABLISHING A BUDGET AND UPDATED MASTER RATE AND CHARGE  
SCHEDULE FOR FISCAL YEAR 2024/25**

**WHEREAS**, the Humboldt Community Services District is a community services district, duly formed as authorized by Government Code Sections 61000 through 61802; and

**WHEREAS**, the Humboldt Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and,

**WHEREAS**, the Humboldt Community Services District desires to prepare and adopt an Annual Budget showing anticipated revenues and expenditures including a Master Charge Schedule for the Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Humboldt Community Services District adopts the following Budget and Master Charge Schedule for Fiscal Year 2024/25 which is attached hereto and by its reference made a part hereof.

**PASSED, APPROVED, and ADOPTED** at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 25<sup>th</sup> day of June 2024, on the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Heidi Benzonelli, Board President

ATTEST:

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Robert Christensen, Board Secretary

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